

Occupational Outlook



Napa County
1997 - 1998

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This Occupational Outlook Report is a product of

The California Cooperative



Occupational Information System

The Napa County CCOIS Program is coordinated by the Napa County Training and Employment Center (TEC) in partnership with the Labor Market Information Division of the California Employment Development Department.

Project Staff

Napa County TEC

Donna DeWeerd

Mary Jo Tobola

Laura Davis

EDD LMI Division

Willa Lampi

Idell Weydemeyer

Occupational Research Group

Jim Cassio

Paul Gross

John Harden

Thanks to the Napa County Private Industry Council and Board of Supervisors, and to the hundreds of local employers who have given us their valuable time and information since we began the Napa County CCOIS Program in 1994.

Introduction

Welcome to the 1997-1998 Occupational Outlook Report for Napa County. This annual publication is a product of the California Cooperative Occupational Information System (CCOIS) and a partnership between the Napa County Training and Employment Center (TEC) and the Labor Market Information Division of the California Employment Development Department.

This report includes “occupational outlook profiles” of 79 occupations based on data collected from Napa County employers from 1994 through 1997. Also included is information on services and training programs offered by local schools and training providers.

The occupational profiles are summaries of key information collected from confidential surveys with several hundred local employers (typically 15 completed surveys per occupation). The information, which is designed to meet a variety of career and program planning needs, includes the following for each occupation:

- ◆ Title(s) and Occupational Description
- ◆ Training, Experience, and Other Requirements
- ◆ Wages and Fringe Benefits
- ◆ Getting the Training
- ◆ Getting the Job
 - Major Employing Industries
 - Primary Recruitment Methods
- ◆ Employment Information
 - Occupation Size
 - Annual Turnover
 - Projected Growth
 - Projected Separations
 - Supply-Demand (local outlook for job seekers)
- ◆ Very Important Qualifications
 - Skill Requirements
 - Physical Abilities Required
 - Other Qualifications
- ◆ Nationwide Job Outlook
 - Key Employment Indicators
 - Trends

The occupational profiles are in alphabetical order using occupational titles and definitions from the Occupational Employment Statistics (OES) Dictionary published by the U.S. Department of Labor. The occupations studied were selected based on a variety of criteria, including the needs and interests of local career development and workforce preparation staff. The profiles in this publication do not necessarily constitute a list of demand occupations. Please see *Using the Occupational Outlook Profiles* on page 1 and *Research Methods* (in the appendix) for additional details on this occupational data.

The training directory component of this report contains information on the certificate and degree programs offered in Napa County which prepare students for entry into one or more specified occupations. Private schools included in the directory are all approved by the California Council for Private Post-Secondary and Vocational Education (CPPVE). Credit or units obtained through a private school may or may not be transferable to a public college or university. Anyone who plans to eventually attend or transfer to a public college or university is urged to contact a college or university counselor to discuss their plan and the issue of transferability.

The producers of this publication do not endorse or recommend any particular occupations or training programs. While we have made a sincere effort to ensure that the information is as accurate and up-to-date as possible, information changes frequently. Occupational outlook information is generally considered to be current for three to four years, depending on the rate of change. It is always a good idea to consider new information and trends that have not been factored in to the occupational outlook profile. In using the training directory, please contact the schools or training providers directly to verify or update the information before making career planning decisions.

Contact Information

Questions regarding the content or availability of this publication should be directed to the Napa County Training and Employment Center at 707-253-4291.

Technical questions regarding the survey methodology should be directed to the Occupational Research Group at 916-984-9615.

To find out how and where to obtain copies of CCOIS Occupational Outlook publications for other counties, please call the EDD Labor Market Information Division at 916-262-2353 or use their web site at <http://www.calmis.cahwnet.gov/default.htm>

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Using the Occupational Outlook Profiles

Before You Begin

There are 79 occupational outlook profiles in this publication, with all but one following the same basic two-page format. (The last profile is a special survey report for Napa and Sonoma Counties on Winery Workers.) The data in the profiles are based on confidential surveys with local employers as outlined in Research Methods (p. 184). The survey year can be found at the beginning of each profile and indicates the year that the data was collected. Information is typically listed in descending order of importance or frequency using key terms. For example, if survey data indicates 75 percent of employers provide medical insurance and 60 percent provide a paid vacation," the data would be presented as *Most employers provide medical insurance and a paid vacation.*

Tip:

◆ *Familiarize yourself with the key terms which are used throughout the profiles to describe survey responses (e.g. Most employers this... many employers that... some...). The key terms are listed below and at the bottom of most profiles. Please note that the percent ranges for the key terms were slightly modified for the 1997 profiles.*

Key Terms for 1994-1996

Almost All (> 75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (<10%)

Key Terms for 1997

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

Occupational Titles and Definitions

Unless otherwise noted, occupational titles and definitions at the top of each profile are based on the Occupational Employment Statistics (OES) Dictionary developed by the U.S. Department of Labor. Virtually all jobs in the labor market are grouped into about 700 OES classifications for the purposes of developing occupational employment projections based on industry economic forecasts. Comparably, the Dictionary of Occupational Titles (DOT) has over 12,000 occupational classifications (see Occupational References in the Appendix). O*NET (Occupational Information Network), the successor to the DOT, has about 1,100 classifications based largely on a refinement of the OES classification system. Like any occupational classification system, OES occupational titles and definitions are often out of date. Therefore, additional titles more commonly used by employers may also be included in the occupational profiles for clarity.

Training, Experience and Other Requirements

The information in this section includes the education level of “most recent hires,” prior experience requirements, promotional possibilities, work hours, and computer skill requirements. New and/or emerging skills data may also be reported when appropriate. Additional information on what employers are looking for can be found in the section titles “Very Important Qualifications.”

Tips:

- ◆ *Employer experience requirements are often flexible, with many employers willing to substitute training for experience. Small employers, in particular, are often willing to waive requirements if they believe they have the “right” applicant.*
- ◆ *Full-time positions are often filled by promoting from among part-time or temporary employees.*

Wages and Fringe Benefits

Wage ranges and median wages are provided at three levels of skill and experience:

- ◆ New hires without prior experience
- ◆ New hires with at least three years of prior experience
- ◆ Experienced employees after three years with the employer

In most cases, extreme high and low values have been excluded to allow for a more useful range estimate. Please note that the wage information is presented as a tool for evaluating and comparing the potential earnings of one occupation with another and are not intended to represent official prevailing wages.

Benefit information indicates the extent to which employers provide medical insurance and other fringe benefits to full-time employees. A statement pertaining to benefits for part-time employees is included if part-time employment is significant.

Tips:

- ◆ *Wage data collected in 1997 reflects wages paid prior to the September 1, 1997 increase in the minimum wage (to \$5.15 per hour).*
- ◆ *Benefits are often not available for part-time or temporary employees.*
- ◆ *Employers often have waiting or probationary periods before medical insurance goes into effect.*
- ◆ *The employee's cost and coverage of medical insurance varies considerably from one employer to the next.*

Getting the Training

Indicates whether certificate or degree training programs are available for the occupation and, if so, the typical length of the training period.

Getting the Job

Describes the major employing industries for the occupation and the methods most often used by employers to recruit applicants or fill job openings.

Employment Information

Occupation Size: Four terms are used to describe the relative size of each occupation based on estimates of the number of workers (wage and salary employment). The following are based on estimates for 1997: Small = <70, Medium = 70-138, Large = 139-301, Very Large = 302 or more. (These size terms vary slightly from year to year as the labor force grows.) A more specific estimate of the number of employees working in the occupation in Napa County is provided in the form of a numerical range. Also included is the approximate percentage of female employment in the occupation.

Annual Turnover: Includes an estimate of the annual turnover due to worker replacement needs and promotions. Although high turnover does not necessarily indicate a good outlook for job seekers, it does suggest a greater degree of hiring activity. Occupations with high turnover, however, are often those that don't provide long-term or satisfying employment.

Projected Growth: Includes the projected number of annual job openings due to a net increase in occupation size. Also included is a term representing the estimated growth rate for each occupation relative to the 2.49% annual average rate of growth for all occupations in Napa County (based on the most recent projections).

The terms are defined as follows:

- ◆ Much Faster than Average = 1.5 times the average or more
- ◆ Faster than Average = 1.10 to 1.49 times the average
- ◆ Average = .90 to 1.09 times the average
- ◆ Slower than Average = .01 to .89 times the average

Projected Separations: Includes the projected number of annual job openings due to labor force separations (workers retiring or leaving the occupation).

Employment Information--continued

Supply-Demand: Indicates the degree of difficulty employers have in finding qualified applicants. Four terms are used to describe the employers' response, weighted by number of employees:

No Difficulty, Little Difficulty, Some Difficulty, or Considerable Difficulty.

These four categories, in turn, indicate whether qualified job seekers will face a :

Very Competitive Outlook, Somewhat Competitive Outlook, Good Outlook, or Very Good Outlook. Please note that these are supply-demand terms and do not take into account potential wages or other employment opportunity indicators such as occupational size, growth, and separations.

Tips

◆ *Projections of Size, Growth and Separations are "estimates" prepared by the Employment Development Department's Labor Market Information Division using occupational staffing and industry forecast data.*

◆ *A "Somewhat Competitive Outlook" for job seekers is not necessarily a bad thing, especially if the applicant possesses the desired skills and is well-prepared for the job search process. However, a "Very Competitive Outlook" may indicate a significant oversupply of qualified job seekers.*

Very Important Qualifications

Very Important Qualifications information has come from a number of different sources, depending on the year. Occupational profiles from 1994 and 1996 used statewide CCOIS data. Profiles from 1995 used data collected from Napa County employers. Unless otherwise noted, the 1997 profiles include physical abilities and tasks from the O*NET 98 Database (early release), a product of the U.S. Department of Labor.

Nationwide Job Outlook

An analysis of key employment indicators and current and projected trends that affect the job outlook from a nationwide perspective. This material is from the Occupational Outlook Handbook, published by the U.S. Department of Labor.

Tip

◆ *Employment opportunities and trends that may exist at a statewide or national level may or may not exist at the local level because of local economic characteristics and conditions.*

Occupational Outlook Profiles

Accountants & Auditors

Description

Accountants and Auditors examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data (OES 211140).

Training, Experience, and Other Requirements

Almost all recent hires have completed two to four years of college. Most employers require prior experience. Most, however, will sometimes accept training as a substitute for experience. Promotions may take the form of increased job responsibilities or to supervisory positions. Almost all jobs are 40 hours per week. Almost all employers report that a knowledge of spreadsheet, word processing, and database software is important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$8.00 to \$16.25/hr	Median: \$14.38/hr
New Hires/Exp'd:	\$10.50 to \$26.75/hr	Median: \$17.26/hr
Exp'd/After 3 Years:	\$12.00 to \$28.75/hr	Median: \$22.69/hr

Of the employers surveyed, all report that they provide medical insurance and a paid vacation. Almost all provide paid sick leave and dental insurance. Most also provide vision insurance and a retirement plan. Many provide life insurance.

Getting the Training

Colleges and universities often offer degree programs in accounting and business.

Getting the Job

Accountants and Auditors in Napa County are employed in a wide variety of industries including the following: wineries, hotels and motels, hospitals, eating establishments, government, and accounting and bookkeeping firms. Most employers recruit through newspaper advertisements. Many also fill openings through in-house promotion or transfer and/or fill openings by hiring referrals from employees.

Key Terms

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

Employment Information

Occupation Size: Large. There are approximately 235 to 285 Accountants and Auditors currently employed in Napa County. Local surveys indicate that about 60 percent in the occupation are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be the same as the average for all occupations through the year 2001.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers.

Very Important Qualifications

Physical: Ability to sit continuously for two or more hours.

Tasks: Analyze operations, trends, costs, revenues, financial commitments, and obligations incurred, to project future revenues and expenses, using computers. Develop, maintain, and analyze budgets, and prepare periodic reports comparing budgeted costs to actual costs. Analyze records of financial transactions to determine accuracy and completeness of entries, using computers. Prepare balance sheets, profit and loss statements, amortization and depreciation schedules, and other financial reports, using calculators or computers. Report finances of establishment to management, and advise management about resource utilization, tax strategies, and assumptions underlying budget forecasts. Develop, implement, modify, and document budgeting, cost, general, property, and tax accounting systems. Predict revenues and expenditures, and submit reports to management. Compute taxes owed, ensure compliance with tax payment, reporting, and other tax requirements, and represent establishment before taxing authority. Survey establishment operations to ascertain accounting needs. Establish table of accounts, and assign entries to proper accounts. Audit contracts, and prepare reports to substantiate transactions prior to settlement.

Source: O*NET 98 Database (early release)

Nationwide Job Outlook

Employment of accountants and auditors is expected to increase about as fast as the average for all occupations through the year 2005. Although the profession is characterized by a relatively low rate of turnover, the need to replace accountants and auditors who retire or move into other occupations will produce thousands of additional job openings annually. As these businesses grow, the volume and complexity of information developed by accountants and auditors on costs, expenditures, and taxes will increase as well.

Automotive Body & Related Repairers

Also known as Bodymen and Techs

Description

Automotive Body and Related Repairers repair, repaint, and refinish automotive vehicle bodies, straighten vehicle frames, and replace damaged vehicle glass (OES 853050).

Training, Experience, and Other Requirements

Almost all recent hires have completed high school. Most employers require prior experience and ICAR certification (Inter Industry Conference on Auto Collision Repair). Auto Body Repairers generally begin as Trainees or Apprentices. Promotions may lead to supervisory positions or may take the form of self-employment. Almost all jobs are 40 hours per week. Willingness to participate in drug testing is important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$6.00 to \$11.50/hr	Median: \$8.75/hr
New Hires/Exp'd:	\$12.00 to \$16.00/hr	Median: \$14.00/hr
Exp'd/After 3 Years:	\$16.00 to \$20.00/hr	Median: \$19.10/hr

Most employers provide medical insurance and a paid vacation. Some also provide dental insurance, vision insurance, life insurance, paid sick leave, and a retirement plan.

Getting the Training

Certificate programs range in length from six months to two years and do not eliminate the need for apprenticeship training.

Getting the Job

Auto Body Repairers in Napa County are employed in auto body repair shops and auto dealers. Almost all employers fill openings by hiring referrals from employees. Some also recruit applicants through newspaper advertisements.

Employment Information

Occupation Size: Small. There are approximately 55 to 70 Auto Body Repairers currently employed in Napa County. About 2 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 1999.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers.

Very Important Qualifications

Basic Skills: Ability to work as part of a team; ability to work independently; ability to perform routine, repetitive work; verbal communication skills; ability to perform basic mathematical calculations.

Physical Abilities: Ability to do strenuous, physically demanding work; ability to lift at least 50 lbs.

Other Qualifications: Attention to detail; organizational and time management skills; problem solving skills; ability to work under pressure; possess good DMV driving record; ability to handle crisis situations.

Nationwide Job Outlook

Employment of automotive body repairers is expected to increase faster than the average for all occupations through the year 2005. Opportunities should be best for persons with formal training. Requirements will increase as the number of motor vehicles in operation and the number damaged in accidents will increase. New automobile designs have body parts made of materials that are more difficult to work with than the traditional steel body parts. Also, new, lighter weight automotive designs are prone to greater collision damage than older, heavier designs. Nevertheless, the need to replace experienced repairers who transfer to other occupations or retire or stop working will still account for the majority of job openings.

Key Terms

Almost All (>75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (<10%)

Automotive Mechanics

Description

Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics. Does not include Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists, and Electrical Systems Specialists (OES 853020).

Training, Experience, and Other Requirements

Almost all recent hires have completed high school and some vocational training. Most employers require prior experience and various certifications are expected of experienced and well-trained technicians. A few jobs are filled by promoting from such positions as Trainee, Helper, and Apprentice. Journey-level status comes after several years of experience and training. Many Technicians develop specialties such as smog, electronics, computer diagnostics, transmissions, or brakes. Promotions may lead to specialty or supervisory positions or may take the form of self-employment. Almost all jobs are 40 hours per week.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$6.50 to \$10.00/hr	Median: \$7.50/hr
New Hires/Exp'd:	\$9.00 to \$20.00/hr	Median: \$13.75/hr
Exp'd/After 3 Years:	\$13.00 to \$22.50/hr	Median: \$20.00/hr

Almost all employers provide medical insurance and a paid vacation. Most also provide dental insurance. Some provide a retirement plan, vision insurance, and life insurance.

Getting the Training

Certificate programs range in length from six months to four years and do not eliminate the need for apprenticeship training.

Getting the Job

Automotive Technicians in Napa County are employed by auto dealers and auto repair shops. Almost all employers fill openings by hiring referrals from employees. Most also recruit applicants through newspaper advertisements.

Key Terms

Almost All (>75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (<10%)

Employment Information

Occupation Size: Large. There are approximately 245 to 295 Automotive Technicians currently employed in Napa County. About 2 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: 10-15 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 1999.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers.

Very Important Qualifications

Technical Skills: Possession of a valid driver's license; ability to operate electronic automotive diagnostic equipment; ability to repair brakes; ability to tune up engines; ability to repair vehicle air conditioning; ability to implement safe work practices; ability to repair emissions controls; certified in Auto Service Excellence (ASE); front-end alignment skills; ability to repair fuel injection systems; certified in auto air conditioning maintenance and repair; possession of a Brake Check Certificate.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to lift at least 50 lbs. repeatedly.

Basic Skills: Ability to read and follow instructions; ability to write legibly; oral communications skills; basic math skills.

Other Qualifications: Possession of a good DMV driving record; ability to work independently; willingness to work with close supervision.

Nationwide Job Outlook

Job opportunities in automotive mechanics are expected to be plentiful for persons who complete automotive training programs in high school, vocational and technical schools, or community colleges. Persons whose programs include some basic electronics should have the best opportunities. Employment of automotive mechanics is expected to increase about as fast as the average for all occupations through the year 2005. Although the overall number of automotive mechanics is expected to increase, employment growth in automobile dealerships, independent automotive repair shops, specialty car care chains, and other establishments will be offset somewhat by declining employment in gasoline service stations.

Bakers, Bread & Pastry

Description

Bread and Pastry Bakers mix and bake ingredients according to recipes to produce breads, pastries, and other baked goods. They produce goods in smaller quantities for consumption on premises or for sale as specialty baked goods (OES 650210).

Training, Experience, and Other Requirements

Most recent hires have completed high school. Many employers report they usually require prior experience. Most also report they will sometimes accept training as a substitute for experience. Promotions generally lead to supervisory positions. Willingness to work on-call, part-time, nights, weekends, and holidays is important.

Wages and Fringe Benefits

NON-UNION:

New Hires/Inexp'd:	\$5.50 to \$11.00/hr	Median: \$5.75/hr
New Hires/Exp'd:	\$5.50 to \$11.50/hr	Median: \$7.75/hr
Exp'd/After 3 Years:	\$8.00 to \$12.50/hr	Median: \$10.06/hr

UNION:

New Hires/Inexp'd:	\$6.74 to \$8.00/hr	Median: \$6.92/hr
New Hires/Exp'd:	\$6.74 to \$10.45/hr	Median: \$10.00/hr
Exp'd/After 3 Years:	\$7.50 to \$15.00/hr	Median: \$10.45/hr

Most employers provide medical insurance and paid vacation. Many also provide dental insurance.

Getting the Training

Employers generally provide the training for this occupation. However, certificate programs in cooking and baking are available.

Getting the Job

Bread and Pastry Bakers in Napa County are employed in retail bakeries, eating places, and grocery stores. Some employers are union. Almost all employers fill openings by hiring referrals from employees and/or recruit applicants through newspaper advertisements. Many also fill openings by hiring unsolicited applicants.

Key Terms

Almost All (> 75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (< 10%)

Employment Information

Occupation Size: Medium. There are approximately 75 to 90 Bread and Pastry Bakers currently employed in Napa County. About 33 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: Less than 5 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be the same as the average for all occupations through the year 1999.

Projected Separations: Less than 5 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers report little difficulty finding inexperienced but qualified applicants and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience and a good outlook for those who are fully experienced.

Very Important Qualifications

Technical Skills: Understanding of Health Department regulations; ability to meet sanitation requirements; mastery of baking equipment; and record keeping skills.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability lift at least 25 lbs. repeatedly; and manual dexterity.

Basic Skills: Ability to read and follow instructions; oral communication skills; and basic math skills.

Other Qualifications: Ability to follow safe work practices; ability to work as part of a team; interpersonal skills; willingness to work with close supervision; ability to work under pressure; ability to work independently; and good grooming skills.

Nationwide Job Outlook

The popularity of fresh baked breads and pastries should insure continued rapid growth in the employment of bakers. Job openings are expected to be excellent through the year 2005. Growth in demand for these workers will create many new jobs, but most openings will arise from the need to replace workers who leave this occupation each year.

Bookkeeping, Accounting & Auditing Clerks

Also known as Bookkeepers and Accounting Technicians

Description

Bookkeeping, Accounting, and Auditing Clerks (including Bookkeepers) compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Does not include individuals whose primary duties are operating special office machines (OES 553380).

Training, Experience, and Other Requirements

Almost all recent hires have completed high school plus some college or vocational training. Most employers require prior experience. A few Accounting and Bookkeeping Clerk positions are filled by promoting from other clerical positions. Promotions may lead to higher level bookkeeping and accounting positions or may take the form of self-employment. Almost all jobs are 40 hours per week. Some jobs are 20-30 hours per week.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$6.00 to \$10.25/hr	Median: \$8.00/hr
New Hires/Exp'd:	\$7.00 to \$10.75/hr	Median: \$9.00/hr
Exp'd/After 3 Years:	\$8.00 to \$13.00/hr	Median: \$11.05/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation and dental insurance. Most also provide paid sick leave, a retirement plan, vision insurance, and life insurance. Some employers provide benefits for part-time employees.

Getting the Training

Certificate and degree programs range in length from one to two years. Some on-the-job training may also be required.

Getting the Job

Accounting and Bookkeeping Clerks in Napa County are employed in a variety of industries. Almost all employers recruit applicants through newspaper advertisements. Most fill openings through in-house promotion and/or by hiring referrals from employees.

Key Terms

Almost All (>75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (<10%)

Employment Information

Occupation Size: Very Large. There are approximately 845 to 1,035 Accounting and Bookkeeping Clerks currently employed in Napa County. About 87 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: 20-25 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 1999.

Projected Separations: 15-20 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers.

Very Important Qualifications

Technical Skills: Accounting skills; telephone answering skills; bookkeeping skills; ability to operate 10 key adding machine; ability to use word-processing software; ability to write effectively.

Physical Abilities: Ability to sit continuously for 2 or more hours.

Basic Skills: Ability to read and follow instructions; basic math skills; oral communication skills; ability to write legibly.

Other Qualifications: Ability to pay attention to detail; ability to work independently; ability to perform routine, repetitive work; public contact skills.

Nationwide Job Outlook

The large size of this occupation ensures a large number of openings and plentiful job opportunities for jobseekers. Virtually all job openings through the year 2005 will be due to replacement needs because of workers transferring to other occupations or leaving the labor force. Turnover is lower than among other record clerk occupations. Many opportunities for temporary and part-time work should also be available. A growing economy will result in more financial transactions and other activities and, therefore, more demand for accounting services. Virtually all new jobs will be created in small, rapidly growing organizations. Large organizations, on the other hand, are likely to continue the consolidation of departments to eliminate duplicate functions and reduce the demand for these clerks. Overall, little change is expected in the employment level through 2005.

Bus & Truck Mechanics & Diesel Engine Specialists

Also known as Diesel Mechanics

Description

Bus and Truck Mechanics and Diesel Engine Specialists repair and maintain the operating condition of trucks, buses, and all types of diesel engines. Includes mechanics working primarily with automobile diesel engines (OES 853110).

Training, Experience, and Other Requirements

Most recent hires have completed high school and some college or vocational training. Almost all employers report they usually require prior experience. Most also report they will sometimes accept training as a substitute for experience. Promotions generally lead to supervisory positions. Almost all jobs are 40 hours per week. Some specialized training may be important. Willingness to work part-time, on-call, nights, weekends and holidays is important. Knowledge of electronics and computer diagnostic systems may be important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$6.50 to \$12.00/hr	Median: \$8.25/hr
New Hires/Exp'd:	\$12.00 to \$20.00/hr	Median: \$12.50/hr
Exp'd/After 3 Years:	\$15.00 to \$25.00/hr	Median: \$18.00/hr

Union wages typically fall at the high end of these ranges.

Almost all employers provide medical insurance and paid vacation. Most also provide dental insurance and a retirement plan.

Getting the Training

Certificate and degree programs range in length from one to two years.

Getting the Job

Diesel Mechanics employed in Napa County work in one of the following industry clusters: automotive sales and repair, trucking and transport, construction, and school districts. Some employers are union. Most employers fill openings by hiring referrals from employees and/or recruit applicants through newspaper advertisements. Some also fill openings through in-house promotion or transfer and/or by hiring referrals from private schools.

Key Terms

Almost All (>75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (<10%)

Employment Information

Occupation Size: Small. There are approximately 45 to 55 Diesel Mechanics currently employed in Napa County. About 1 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: The growth rate is projected to be stable (no significant change) through the year 1999.

Projected Separations: Less than 5 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding inexperienced but qualified applicants and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience and a good outlook for those who are fully experienced.

Very Important Qualifications

Technical Skills: Ability to use hand tools; ability to implement safe work practices; ability to repair diesel engines; ability to operate power tools; knowledge of basic auto mechanics; ability to operate electric testing equipment; ability to operate electronic automotive diagnostic equipment; knowledge of hydraulics; possession of a valid Class B driver's license; non-diesel engine repair skills; and shop math skills.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to use hands, arms and fingers; and ability to work in awkward positions Ability to lift at least 75 lbs. repeatedly.

Basic Skills: Ability to follow oral instructions; ability to read and follow instructions; oral communication skills; ability to write legibly; basic math skills.

Other Qualifications: Possession of a good DMV driving record; ability to work independently; ability to work under pressure; ability to provide own hand tools; and willingness to work with close supervision.

Nationwide Job Outlook

Employment of diesel mechanics is expected to increase about as fast as the average for all occupations through the year 2005. Because this is a large occupation, more job openings are expected for diesel mechanics than for most other occupations. Although employment growth will create many new jobs, most job openings will arise from the need to replace diesel mechanics who transfer to other fields of work, or retire, or stop working for other reasons.

Carpenters

Description

Carpenters perform the carpentry duties necessary to make or repair wooden structures, structural members, and fixtures and equipment using carpentry tools and woodworking machines. Does not include Cabinetmakers and Bench Carpenters (OES 871020).

Training, Experience, and Other Requirements

Almost all recent hires have completed high school. Most employers report they usually require prior experience. A few jobs are filled by promoting from Apprentice or Helper positions. Journey-level status comes after several years of on-the-job experience. Specialty areas include framing, finishing, and remodeling. Promotions may lead to supervisory positions or may take the form of self-employment. Almost all jobs are 40 hours per week and seasonal. Willingness to work on-call may be important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$8.00 to \$11.00/hr	Median: \$8.85/hr
New Hires/Exp'd:	\$13.50 to \$24.25/hr	Median: \$15.50/hr
Exp'd/After 3 Years:	\$18.00 to \$25.00/hr	Median: \$20.00/hr

Many employers provide medical insurance. Some also provide a paid vacation, a retirement plan, dental insurance, and vision insurance.

Getting the Training

Certificate programs range in length from one to four years and do not eliminate the need for apprenticeship training.

Getting the Job

Carpenters in Napa County are employed by licensed building contractors. Almost all employers fill openings by hiring referrals from employees. Most also fill openings through in-house promotion, and/or by hiring unsolicited applicants.

Key Terms

Almost All (>75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (<10%)

Employment Information

Occupation Size: Very Large. There are approximately 1,025 to 1,255 Carpenters currently employed in Napa County. About 2 percent in California are female.

Annual Turnover: Estimated to be high (30-39 percent).

Projected Growth: 65-80 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 1999.

Projected Separations: 20-25 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers.

Very Important Qualifications

Technical Skills: Rough carpentry skills; finish carpentry skills; shop math skills; ability to read blue prints.

Physical Abilities: Possession of agility and coordination; ability to lift at least 50 lbs. repeatedly; ability to perform strenuous, physically demanding work; ability to climb to high places.

Basic Skills: Ability to read and follow instructions; oral communication skills; ability to write legibly.

Other Qualifications: Ability to work independently; ability to provide own hand tools; possession of a reliable vehicle; willingness to work with close supervision; possession of good DMV driving record.

Nationwide Job Outlook

Job opportunities are expected to be plentiful through the year 2005, due primarily to extensive replacement needs. The total number of job openings for carpenters each year usually is greater than for other craft occupations because the occupation is large and turnover is high. Increased demand for carpenters will create additional job openings. Employment is expected to increase about as fast as the average for all occupations through the year 2005. Construction activity should increase in response to demand for new housing and commercial and industrial plants and the need to renovate and modernize existing structures. Although employment of carpenters is expected to grow over the long run, people entering the occupation should expect to experience periods of unemployment resulting from the short-term nature of many construction projects and the cyclical nature of the construction industry.

Cashiers

Also known as Checkers, Clerks, and Food Clerks

Description

Cashiers receive and disburse cash payments, handle credit transactions, make change, issue receipts, and balance the tender drawer in a variety of establishments. Their work usually involves the use of adding machines, cash registers, and change makers (490230).

Training, Experience, and Other Requirements

Almost all recent hires have completed high school. Most employers do not require prior experience, although, in grocery stores, Checkers generally begin as Courtesy Clerks. Promotions may lead to supervisory or management positions. Most jobs are 40 hours per week. Many jobs are 20-25 hours per week. Willingness to work on-call or part-time, and the willingness to work evenings and weekends may be important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$4.50 to \$8.00/hr	Median: \$6.00/hr
New Hires/Exp'd:	\$5.25 to \$8.75/hr	Median: \$6.00/hr
Exp'd/After 3 Years:	\$7.25 to \$14.75/hr	Median: \$7.75/hr

Most employers provide medical insurance and other benefits, including a paid vacation and a retirement plan. Many also provide paid sick leave, dental insurance, and vision insurance. Many provide medical insurance for part-time employees.

Getting the Training

Employers generally provide on-the-job training for this occupation.

Getting the Job

Cashiers in Napa County are employed in grocery stores, eating and drinking places, gasoline stations and mini-marts, liquor stores, and other retail establishments. Most employers fill openings by hiring referrals from employees. Most also recruit applicants through newspaper advertisements and/or fill openings through in-house promotion.

Key Terms

Almost All (>75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (<10%)

Employment Information

Occupation Size: Very Large. There are approximately 975 to 1,195 Cashiers currently employed in Napa County. About 69 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 50-60 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 1999.

Projected Separations: 45-55 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding inexperienced but qualified applicants and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience and a good outlook for those who are fully experienced.

Very Important Qualifications

Technical Skills: Cash handling skills; ability to follow check cashing procedures; ability to operate a cash register.

Physical Abilities: Ability to stand continuously for 2 or more hours; manual dexterity.

Basic Skills: Oral communication skills; basic math skills; ability to write legibly; ability to read and follow instructions.

Other Qualifications: Public contact skills; ability to perform routine, repetitive work; ability to work under pressure; ability to work independently; customer service skills; willingness to work with close supervision.

Nationwide Job Outlook

Employment of cashiers is expected to increase about as fast as the average for all occupations through the year 2005 due to expanding demand for goods and services by a growing population. Replacement needs will also create a significant number of job openings, for the occupation is large and turnover is much higher than average. Opportunities for part-time work are expected to continue to be excellent. Workers under the age of 25 traditionally have filled many of the openings in this occupation. This age group shrank in numbers during the decade of the 1980's and it will not attain its former share of the workforce until about 2005. To attract and retain workers, employers may offer higher wages, additional benefits, and flexible schedules. Recruitment efforts also may be directed toward non-traditional groups such as retired or disabled persons.

Child Care Workers

Also known as Aides and Assistant Teachers

Description

Child Care Workers attend children at school, businesses, and institutions performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Does not include workers whose primary function is to teach in a structured setting (OES 680380).

Training, Experience, and Other Requirements

Most recent hires have completed high school and 6-12 units of ECE (Early Childhood Education). Most employers require prior experience. Promotions may take the form of self-employment or, with additional education, may lead to Teacher, Head Teacher, and Center Director. Many jobs are 35-40 hours per week. Many other jobs are 15-30 hours per week. Willingness to work on-call and part-time may be important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.00 to \$6.50/hr	Median: \$6.00/hr
New Hires/Exp'd:	\$5.50 to \$8.00/hr	Median: \$6.75/hr
Exp'd/After 3 Years:	\$6.50 to \$9.50/hr	Median: \$8.14/hr

Most employers provide medical insurance and a paid vacation. Many also provide childcare benefits, dental insurance, and paid sick leave. Some provide vision insurance. Some employers provide benefits for part-time employees.

Getting the Training

Early Childhood Education courses are usually provided by Community Colleges.

Getting the Job

Child Care Workers in Napa County are employed by child care centers, nursery schools, and pre-schools. Most employers fill openings by hiring referrals from employees and/or recruit applicants through newspaper advertisements. Many also fill openings by hiring unsolicited applicants and/or recruit applicants from schools or training programs.

Key Terms

Almost All (>75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (<10%)

Employment Information

Occupation Size: There are approximately 115 to 140 Child Care Workers currently employed in Napa County. About 95 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 1999.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers.

Very Important Qualifications

Basic Skills: Ability to work as part of a team; ability to work independently; verbal communication skills; English grammar and spelling skills; ability to perform routine, repetitive work.

Physical Abilities: Ability to pass a pre-employment medical exam; ability to lift at least 10 lbs; ability to do strenuous, physically demanding work.

Other Qualifications: Ability to handle crisis situations; trained in CPR and first aid techniques; problem solving skills; ability to work under pressure; attention to detail; multi-cultural familiarity; organizational and time management skills; supervisory skills.

Nationwide Job Outlook

Employment of preschool workers is projected to increase much faster than the average for all occupations through the year 2005. Job openings should be plentiful as many preschool workers leave the occupation each year for other jobs, family responsibilities, or other reasons. The relatively high turnover, combined with an increased demand for preschool workers, is expected to create many openings. Qualified persons who are interested in this work should have little trouble finding and keeping a job. The proportion of youngsters in daycare and preschool is expected to increase, reflecting a shift in the type of child-care arrangements parents choose. Rising labor force participation among women age 20-44 will also contribute to the growth of employment among preschool workers. Mothers of very young children are almost as likely to work as other women, and women are returning to work sooner after childbirth.

Computer Network (LAN/WAN) Technicians

Also known as Computer Network Administrators

Non-OES Occupational Outlook Survey

Description

Computer Network (LAN/WAN) Technicians assist in the installation, set up, testing, maintenance, and troubleshooting of Local and/or Wide Area Networks (LANs and WANs). They assign passwords, use manuals, maintain a variety of logs and communicate with Network Analysts or LAN/WAN Managers about specific system problems. Technicians who work for manufacturers occasionally go to customers' sites to set up, adjust and/or connect new products. As a network system ages, technicians also repair and replace system. Alternate titles for this job are Network Control Technician and Data Communication Technician.

Training, Experience, and Other Requirements

Most recent hires have completed at least 2 years of college. Most employers report they usually require prior experience and will sometimes accept training as a substitute for experience. With additional training, promotions may lead to more technical positions. Almost all jobs are 40 hours per week. Most employers report computer spreadsheet, database, and word processing skills are important. Many report knowledge of UNIX and Novell are important. Internet/Intranet and Windows95 knowledge is also important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$8.00 to \$12.00/hr	Median: \$9.59/hr
New Hires/Exp'd:	\$10.00 to \$20.00/hr	Median: \$15.25/hr
Exp'd/After 3 Years:	\$15.00 to \$21.50/hr	Median: \$18.22/hr

Most employers provide medical, paid vacation, and paid sick leave. Many also provide a retirement plan.

Getting the Training

Colleges and universities often offer degree programs in computer science and related courses of study.

Getting the Job

Computer Network Technicians in Napa County are employed in a wide range of industries that have computer network systems. Few employers are union. Almost all employers fill openings by hiring referrals from employees. Most also hire referrals from private employment agencies. Many recruit applicants through newspaper advertisements.

Key Terms

Almost All (>75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (<10%)

Employment Information

Occupation Size: Small. About 17 percent of the Computer Network Technicians in Napa County are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: Insufficient data; however, most survey respondents expect their employment for this occupation to grow over the next three years.

Projected Separations: Insufficient data.

Supply-Demand: Employers generally have little difficulty finding inexperienced but qualified applicants and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience and a good outlook for those who are fully experienced.

Very Important Qualifications

Physical Abilities: Ability to pass a pre-employment physical examination; ability to stand continuously for 2 or more hours; ability lift at least 50 lbs. repeatedly; and ability to sit continuously for 2 or more hours.

Basic Skills: Ability to work independently; verbal communication skills; ability to work as part of a team; English grammar and spelling skills; writing skills; ability to perform basic mathematical computations; and ability to perform routine, repetitive work.

Other Qualifications: Ability to work under pressure; attention to detail; problem solving skills; organizational and time management skills; record keeping skills; ability to handle crisis situations; and ability to plan and organize the work of others.

Nationwide Job Outlook

Computer scientists and systems analysts will be among the fastest growing occupations through the year 2005. In addition, tens of thousands of job openings will result annually from the need to replace workers who move into managerial positions or other occupations or leave the labor force. The demand for computer scientists and engineers is expected to rise as organizations attempt to maximize the efficiency of their computer systems. As international and domestic competition increases, organizations will face growing pressure to use technological advances in areas such as office and factory automation, telecommunications technology, and scientific research. The complexity associated with designing new applications is growing and the need to design computer networks that will facilitate the sharing of information will be a major factor in the rising demand for systems analysts.

Computer Programmers, Including Aides

Description

Computer Programmers convert symbolic statements of administrative data, business, scientific, engineering, and other technical problem formulations into detailed logical flow charts for coding into computer language. They develop and write computer programs to store, locate, and retrieve specific documents, data, and information (OES 251051).

Training, Experience, and Other Requirements

Most recent hires have completed two years of college. Many have completed Bachelor's degrees. Most employers report they usually require prior experience and will sometimes accept training as a substitute for experience. Promotions generally lead to senior level positions. Almost all jobs are 40 hours per week. Almost all employers report that computer word processing, spreadsheet, and database skills are important. Internet/Intranet and Windows95 knowledge is also important.

Wages and Fringe Benefits

NON-UNION:

New Hires/Inexp'd:	\$8.75 to \$19.25/hr	Median: \$12.00/hr
New Hires/Exp'd:	\$12.00 to \$21.50/hr	Median: \$15.00/hr
Exp'd/After 3 Years:	\$15.25 to \$24.00/hr	Median: \$20.71/hr

UNION:

New Hires/Inexp'd:	\$13.94 to \$16.90/hr	Median: \$15.36/hr
New Hires/Exp'd:	\$19.35 to \$21.69/hr	Median: \$20.30/hr
Exp'd/After 3 Years:	\$21.75 to \$26.16/hr	Median: \$23.94/hr

Almost all employers provide medical insurance, paid sick leave, paid vacation, and dental insurance. Most also provide a retirement plan, vision insurance, and life insurance.

Getting the Training

Colleges and universities often offer degree programs in computer science and related courses of study.

Getting the Job

Computer Programmers in Napa County are employed in a variety of industries including, government, hospitals, and computer programming and related services. Most employers are non-union. Most employers recruit applicants through newspaper advertisements. Many fill openings by hiring unsolicited applicants. Many also fill openings through in-house promotion or transfer and/or by hiring referrals from the Employment Development Department.

Employment Information

Occupation Size: Medium. There are approximately 90 to 105 Computer Programmers currently employed in Napa County. About 29 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: Less than 5 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 1999.

Projected Separations: Less than 5 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers report some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers.

Very Important Qualifications

Technical Skills: Problem solving skills; ability to write, edit and debug computer programs for business; knowledge of machine language; ability to write effectively; ability to write documentation of computer procedures; ability to apply database management principles; ability to use diagnostics programs; ability to use MS-DOS; ability to use fourth generation computer languages; knowledge of UNIX; and knowledge of mainframe hardware and operating systems.

Physical Abilities: Ability to concentrate for long periods of time; ability to perform precision work; and the ability to sit continuously for 2 or more hours.

Basic Skills: Ability to think logically; ability to read and follow instructions; basic math skills; and oral communication skills.

Other Qualifications: Ability to read and comprehend information quickly; ingenuity and imagination; ability to work as part of a team; ability to work independently; ability to interact well with others; ability to work under pressure; ability to make decisions; interpersonal skills; and customer service skills.

Nationwide Job Outlook

Employment of programmers is expected to increase faster than the average for all occupations through the year 2005 as computer usage expands. The demand for programmers will increase as organizations seek new applications for computers and improvements to software already in use. Rising demand for information, further automation of offices and factories, advances in health and medicine, and continuing scientific research will stimulate the demand for skilled programmers.

Key Terms

Almost All (>75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (<10%)

Cooks, Restaurant

Also known as Line Cooks

Description

Restaurant Cooks prepare, season, and cook soups, meats, vegetables, desserts, and other foodstuffs in restaurants. They may order supplies, keep records and accounts, price items on a menu, or plan the menu (OES 650260).

Training, Experience, and Other Requirements

Almost all recent hires have completed high school plus some college or vocational training. Most employers do not require prior experience. A few jobs are filled by promoting from such positions as Bus Person, Dishwasher, Cook's Helper, Trainee, Apprentice, and Prep Cook. Promotions may lead to supervisory positions. To be a true Chef, however, requires extensive education and training. Most jobs are 40 hours per week. Some jobs are 20 to 30 hours per week. Willingness to work on-call or part-time, and the willingness to work evenings and weekends may be important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$4.25 to \$7.00/hr	Median: \$5.50/hr
New Hires/Exp'd:	\$6.00 to \$10.00/hr	Median: \$6.50/hr
Exp'd/After 3 Years:	\$7.00 to \$11.25/hr	Median: \$9.00/hr

Most employers provide medical insurance and a paid vacation. Many also provide dental insurance. Some provide life insurance, vision insurance, and paid sick leave. Some employers provide benefits for part-time employees.

Getting the Training

Certificate programs range in length from one to two years, although employers often provide on-the-job training.

Getting the Job

Restaurant Cooks in Napa County are employed by restaurants and a variety of other establishments that have in-house restaurants (such as Hotels). Almost all employers fill openings by hiring referrals from employees. Most also fill openings through in-house promotion and/or recruit applicants through newspaper advertisements.

Key Terms

Almost All (>75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (<10%)

Employment Information

Occupation Size: Very Large. There are approximately 435 to 535 Restaurant Cooks currently employed in Napa County. About 33 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 30-35 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 1999.

Projected Separations: 10-15 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers.

Very Important Qualifications

Technical Skills: Ability to handle multiple food orders; meat carving skills; ability to cook ethnic foods; ability to plan and organize the work of others.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to lift at least 30 lbs. repeatedly.

Basic Skills: Ability to read and follow instructions; oral communication skills.

Other Qualifications: Ability to work under pressure; ability to work independently; willingness to work with close supervision.

Nationwide Job Outlook

Job openings for chefs and cooks are expected to be excellent through the year 2005. Most openings will arise from the need to replace the relatively high proportion of workers who leave this very large occupation each year. There is substantial turnover in many of these jobs because their limited requirements for formal education and training allow easy entry, and the many part-time positions are attractive to persons seeking a short-term source of income rather than a career. Many of the workers who leave these jobs transfer to other occupations, while others stop working to assume household responsibilities or to attend school full time. A significant proportion of food and beverage sales by eating and drinking establishments is associated with the overall level of economic activity. Other factors contributing to employment growth will be population growth, rising family and personal incomes, and more leisure time that will allow people to dine out and take vacations more often. Also, as more women join the work force, families increasingly may find dining out a welcome convenience.

Cooks, Specialty Fast Food

Also known as Grill Persons and Fry Cooks

Description

Specialty Fast Food Cooks prepare and cook food in a fast food restaurant with a limited menu. The menu and duties of the cooks are limited to one or two basic items, such as hamburgers, chicken, pizza, tacos, or fish and chips. The duties of the cook normally involve operating large volume single purpose cooking equipment. Typically, these cooks work in regional or national fast food chain restaurants (OES 650320).

Training, Experience, and Other Requirements

Almost all recent hires have completed high school. Most employers do not require prior experience. A few jobs are filled by promoting from Helper or Trainee positions. Promotions may lead to supervisory and management positions. Most jobs are 20-30 hours per week. Many jobs are 35-40 hours per week. Willingness to work on-call or part-time and the willingness to work evenings and weekends may be important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$4.25 to \$5.15/hr	Median: \$4.50/hr
New Hires/Exp'd:	\$4.25 to \$6.50/hr	Median: \$4.75/hr
Exp'd/After 3 Years:	\$5.25 to \$9.00/hr	Median: \$6.00/hr

Some employers provide medical insurance and a paid vacation. Few employers provide benefits for part-time employees.

Getting the Training

Employers generally provide on-the-job training for this occupation.

Getting the Job

Specialty and Fast Food Cooks in Napa County are employed by fast-food restaurants, including those that serve hamburgers, chicken, pizza, and tacos. Almost all employers fill openings by hiring referrals from employees. Most also recruit applicants through newspaper advertisements and/or fill openings by hiring unsolicited applicants.

Key Terms

Almost All (>75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (<10%)

Employment Information

Occupation Size: Large. There are approximately 220 to 270 Specialty and Fast Food Cooks currently employed in Napa County. About 33 percent in California are female.

Annual Turnover: Estimated to be high (30-39 percent).

Projected Growth: 15-20 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 1999.

Projected Separations: 5-10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding inexperienced but qualified applicants and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience and a good outlook for those who are fully experienced.

Very Important Qualifications

Technical Skills: Food preparation skills.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to lift at least 30 lbs. repeatedly.

Basic Skills: Ability to follow oral instructions; oral communications skills; ability to read and follow instructions; basic math skills.

Other Qualifications: Ability to work under pressure; public contact skills; willingness to work with close supervision; ability to work independently.

Nationwide Job Outlook

Job openings for cooks and other kitchen workers are expected to be excellent through the year 2005. Most openings will arise from the need to replace the relatively high proportion of workers who leave this very large occupation each year. There is substantial turnover in many of these jobs because their limited requirements for formal education and training allow easy entry, and the many part-time positions are attractive to persons seeking a short-term source of income rather than a career. Many of the workers who leave these jobs transfer to other occupations, while others stop working to assume household responsibilities or to attend school full time. Workers under the age of 25 have traditionally filled a significant proportion of the lesser skilled jobs in this occupation. The pool of young workers is expected to continue to shrink through the 1990's and many employers will be forced to offer higher wages, better benefits, and more training to attract and retain workers in these jobs.

Cost Estimators

Also known as Construction Estimators and Project Managers

Description

Cost Estimators prepare cost estimates for manufacturing of products, construction projects, or services to aid management in bidding on or determining price of products or services. They may specialize according to a particular service performed or product produced (OES 219020).

Training, Experience, and Other Requirements

Most recent hires have completed four years of college. Some recent hires have completed high school only. Most employers require prior experience. Promotions may lead to management positions. Almost all jobs are 40 hours per week. Willingness to work overtime may be important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$9.75 to \$12.00/hr	Median: \$12.00/hr
New Hires/Exp'd:	\$12.50 to \$22.00/hr	Median: \$18.75/hr
Exp'd/After 3 Years:	\$14.50 to \$26.00/hr	Median: \$20.00/hr

Most employers provide medical insurance and other benefits, including dental insurance, a paid vacation, and paid sick leave. Many also provide vision insurance.

Getting the Training

Certificate programs range in length from six to twelve months. On-the-job training may also be available.

Getting the Job

Cost Estimators in Napa County are employed by various construction related contractors. Most employers fill openings by hiring referrals from employees. Many also recruit applicants through newspaper advertisements.

Key Terms

Almost All (>75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (<10%)

Employment Information

Occupation Size: Medium. There are approximately 100 to 120 Cost Estimators currently employed in Napa County. Few in Napa County are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 1999.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding inexperienced but qualified applicants and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience and a good outlook for those who are fully experienced.

Very Important Qualifications

Basic Skills: Ability to work independently; verbal communication skills; ability to work as part of a team; writing skills; English grammar and spelling skills; ability to perform routine, repetitive work; ability to perform basic mathematical calculations.

Physical Abilities: Ability to sit continuously for 2 or more hours.

Other Qualifications: Ability to handle crisis situations; problem solving skills; attention to detail; organizational and time management skills; ability to plan and organize the work of others; ability to work under pressure; supervisory skills; record keeping skills; possess good DMV driving record.

Nationwide Job Outlook

Employment is dependent primarily upon the level of construction and manufacturing activity. Growth of the construction industry, where about 58 percent are employed, will be the driving force behind the rising demand for cost estimators. Overall, employment is expected to increase faster than the average for all occupations through the year 2005. The fastest growing sectors of the construction industry will be in the construction and repair of highways and streets, bridges, and construction of more subway systems, airports, water and sewage systems, and electric powerplants and transmission lines. Job prospects should be best for those workers who have substantial experience in various phases of construction or a specialty craft or those with a degree in construction management, engineering, or architectural drafting. Employment in manufacturing should expand as output increases and as more firms use cost estimators to identify and control their operating costs.

Counter & Rental Clerks

Description

Counter and Rental Clerks receive articles and/or orders for services, such as rentals, repairs, dry-cleaning, and storage. They may compute cost and accept payment (OES 490170).

Training, Experience, and Other Requirements

Most recent hires have completed high school. Some have attended college. Most employers do not usually require prior experience. Promotions may lead to supervisory positions. About half the jobs are 40 hours per week with the others at 15-30 hours per week. Some employers report that word processing skills are important. Some also report that basic computer knowledge is becoming increasingly important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.00 to \$9.00/hr	Median: \$6.00/hr
New Hires/Exp'd:	\$5.00 to \$9.00/hr	Median: \$7.00/hr
Exp'd/After 3 Years:	\$6.00 to \$12.00/hr	Median: \$8.00/hr

Many employers provide medical insurance and a paid vacation. Some also provide dental insurance and paid sick leave. Few employers provide benefits for part-time employees.

Getting the Training

Employers generally provide on-the-job training for this occupation.

Getting the Job

Counter and Rental Clerks in Napa County are employed in a variety of service related industries. Most employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees. Some fill openings through in-house promotion or transfer.

Key Terms

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

Employment Information

Occupation Size: Large. There are approximately 135 to 165 Counter and Rental Clerks currently employed in Napa County. Local surveys indicate that about 75 percent in the occupation are female.

Annual Turnover: Estimated to be very high (over 40 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 2001.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers.

Very Important Qualifications

Physical: Ability to stand continuously for two or more hours.

Tasks: Rent items or arrange for provision of service to customer. Prepare rental forms, compute charges based on rental rate obtain customer signature, and collect deposit. Receive, examine, and tag articles to be altered, cleaned, stored, or repaired. Explain rental fees and provide information about rented items, such as operation or description. Receive payment or record credit charges. Answer telephone and receive orders by phone. Recommend to customer items offered by rental facility that meet customer needs. Reserve items for requested time and keep record of items rented. Greet customers that rent items or provide services.

Source: O*NET 98 Database (early release)

Nationwide Job Outlook

Employment of counter and rental clerks is expected to increase faster than the average for all occupations through the year 2005 due to anticipated employment growth in the industries where they are concentrated-video tape rental, laundries and dry cleaners, automotive rentals, amusement and recreation services, and equipment rental and leasing. Despite this growth, however, most job openings will arise from the need to replace experienced workers who transfer to other occupations or leave the labor force. Part-time employment opportunities are expected to be plentiful.

Crushing, Grinding & Mixing Machine Operators

Description

Crushing, Grinding, Mixing and Blending Machine Operators and Tenders: Crushing, Grinding, and Polishing Machine Operators and Tenders operate or tend machines to crush or grind any of a wide variety of materials, such as coal, glass, plastic, dried fruit, grain, stone, chemicals, food, or rubber, or operate or tend machines that buff and polish materials or products, such as stone, glass, slate, plastic or metal trim, bowling balls, or eyeglasses. Mixing and Blending Machine Operators and Tenders operate or tend machines to mix or blend any of a wide variety of materials such as spices, dough batter, tobacco, fruit juices, chemicals, livestock feed, food products, color pigments, or explosive ingredients (OES 929650).

Training, Experience, and Other Requirements

Almost all recent hires have completed high school. Most employers sometimes require prior experience. Most will sometimes accept training as a substitute for experience. Promotions generally lead to supervisory positions. Most jobs are 40 hours per week. Willingness to work temporary, on-call, or on a seasonal basis is important. Computer skills may be important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.25 to \$16.00/hr	Median: \$8.25/hr
New Hires/Exp'd:	\$8.25 to \$18.00/hr	Median: \$10.81/hr
Exp'd/After 3 Years:	\$9.00 to \$19.50/hr	Median: \$13.00/hr

Almost all employers provide medical insurance. Most also provide paid sick leave, paid vacation, dental insurance, life insurance, and a retirement plan.

Getting the Training

Employers generally provide the training for this occupation.

Getting the Job

Crushing, Grinding and Mixing Machine Operators in Napa County are employed in the wine industry. Few employers are union. Most employers fill openings by hiring referrals from employees and/or recruit applicants through newspaper advertisements. Many also fill openings by hiring unsolicited applicants and/or through in-house promotion or transfer.

Key Terms

Almost All (>75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (<10%)

Employment Information

Occupation Size: Very Large. There are approximately 300 to 445 Crushing, Grinding and Mixing Machine Operators currently employed in Napa County. About 11 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: Less than 5 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 1999.

Projected Separations: Less than 5 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Very Important Qualifications

Physical Abilities: Ability to lift at least 50 lbs. repeatedly; ability to do strenuous, physically demanding work; ability to stand continuously for two or more hours; and ability to pass a pre-employment physical examination.

Basic Skills: Ability to work as part of a team; verbal communication skills; ability to work independently; ability to perform basic mathematical computations; and ability to perform routine, repetitive work.

Other Qualifications: Attention to detail; possess good DMV driving record; ability to work under pressure; trained in CPR and first aid techniques; ability to handle crisis situations; and willingness to participate in drug testing.

Nationwide Job Outlook

Information Not Available

Data Processing Equipment Repairers

Description

Data Processing Equipment Repairers repair, maintain, and install electronic computers (mainframes, minis, and micros), peripheral equipment, and word processing systems. Does not include Non-Data Processing Equipment Repairers (OES 857050).

Training, Experience, and Other Requirements

Almost all recent hires have completed one to two years of college. Most employers usually require prior experience. Of the employers surveyed, however, all report that they will sometimes accept training as a substitute for experience. Promotions may lead to supervisory positions. Most jobs are 40 hours per week. Most employers report that word processing skills are important. Many also report that database and desktop publishing skills are important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$8.00 to \$10.00/hr	Median: \$8.50/hr
New Hires/Exp'd:	\$9.00 to \$15.00/hr	Median: \$9.99/hr
Exp'd/After 3 Years:	\$11.00 to \$20.00/hr	Median: \$16.98/hr

Of the employers surveyed, all report that they provide medical insurance. Many also provide dental insurance, a paid vacation, and paid sick leave. Some provide vision insurance and a retirement plan.

Getting the Training

Certificate programs range in length from nine months to two years.

Getting the Job

Data Processing Equipment Repairers in Napa County are employed in computer retail sales and service establishments. Many employers fill openings by hiring referrals from employees, unsolicited applicants, and/or Employment Development Department referrals.

Key Terms

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

Employment Information

Occupation Size: Small. There are approximately 20 to 30 Data Processing Equipment Repairers currently employed in Napa County. Local surveys indicate that about 30 percent in the occupation are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2001.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers.

Very Important Qualifications

Tasks: Replace defective components and wiring. Test faulty equipment and apply knowledge of functional operation of electronic units and systems to diagnose cause of malfunction. Test electronic components and circuits to locate defects, using oscilloscopes, signal generators, ammeters, and voltmeters. Align, adjust, and calibrate equipment according to specifications. Converse with equipment operators to ascertain problems with equipment before breakdown or cause of breakdown. Adjust mechanical parts, using hand tools and soldering iron.

Source: O*NET 98 Database (early release)

Nationwide Job Outlook

Employment of computer and office machine repairers is expected to increase faster than the average for all occupations through the year 2005. However, employment of repairers will grow less rapidly than the anticipated increase in the amount of equipment because of the improved reliability of computer and office machines and ease of repair. Applicants for computer repairer positions will have the most favorable job prospects. Employment of those who repair computers is expected to increase much faster than the average for all occupations. Demand for computer repairers will increase as the amount of computer equipment increases, organizations throughout the economy should continue to automate in search of greater productivity and improved service. The development of new computer applications and lower computer prices, will also spur demand. More repairers will be needed to install, maintain, and repair these machines. Employment of those who repair office machines is expected to grow more slowly than the average for all occupations. Slow growth in the amount of non-computer-based office equipment will dampen the demand for these repairers.

Dental Assistants

Description

Dental Assistants assist the dentist at the chair by preparing patients and equipment, keeping records, and performing related duties as required (OES 660020).

Training, Experience, and Other Requirements

Licensing is required by some employers; contact the State Committee on Dental Auxiliaries for information. Of the employers surveyed, all report that their recent hires have completed one to two years of college. Most employers require prior experience. Most, however, will sometimes accept training as a substitute for experience. Few promotional opportunities are available. Most jobs are 35-40 hours per week. Some are 16-24 hours per week. Some employers report that database and word processing skills are important. Some also report that basic computer skills are becoming increasingly important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$6.50 to \$14.00/hr	Median: \$8.00/hr
New Hires/Exp'd:	\$9.50 to \$16.00/hr	Median: \$12.00/hr
Exp'd/After 3 Years:	\$12.00 to \$20.00/hr	Median: \$15.00/hr

Most employers provide medical insurance and other benefits, including paid sick leave, a retirement plan, and dental insurance. Almost all provide a paid vacation. Some employers provide benefits for part-time employees.

Getting the Training

Certificate programs range in length from eight months to two years.

Getting the Job

Dental Assistants in Napa County are employed in the offices and clinics of dentists. Almost all employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees and/or from private employment agencies. Some fill openings through in-house promotion or transfer.

Key Terms

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

Employment Information

Occupation Size: Large. There are approximately 135 to 165 Dental Assistants currently employed in Napa County. Local surveys indicate that about 98 percent in the occupation are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 2001.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers.

Very Important Qualifications

Tasks: Prepare patients, sterilize and disinfect instruments, set up instrument trays, prepare materials, and assist dentist during dental procedures. Take and record medical and dental histories and vital signs of patients. Record treatment information in patient records. Assist dentist in management of medical and dental emergencies. Expose dental diagnostic x-rays. Apply protective coating of fluoride to teeth.

Source: O*NET 98 Database (early release)

Nationwide Job Outlook

Job prospects for dental assistants should be good. Employment is expected to increase much faster than the average for all occupations through the year 2005. Also, the proportion of workers leaving and who must be replaced is above average. Many opportunities are for entry-level positions that offer on-the-job training. Population growth and greater retention of natural teeth by middle-aged and older people will fuel demand for dental services. Also, dentists are likely to employ more assistants, for several reasons. Older dentists, who are less likely to employ assistants, will leave and be replaced by recent graduates, who are more likely to use one, or even two. In addition, as dentists' workloads increase, they are expected to hire more assistants to perform routine tasks, so they may use their own time more profitably. Most job openings for dental assistants will arise from the need to replace assistants who leave the occupation. For many, this entry-level occupation provides basic training and experience and serves as a stepping-stone to more highly skilled and higher paying jobs. Other assistants leave the job to take on family responsibilities, return to school, or for other reasons.

Dental Hygienists

Description

Dental Hygienists perform dental prophylactic treatments and instruct groups and individuals in the care of the teeth and mouth (OES 329080).

Training, Experience, and Other Requirements

Licensing is required for this occupation; contact the State Committee on Dental Auxiliaries for information. Almost all recent hires have completed two years of college. Most employers usually require prior experience. Many, however, will sometimes accept training as a substitute for experience. Few promotional opportunities are available. Almost all jobs are 8-20 hours per week. Some employers report that basic computer skills are becoming increasingly important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$25.00 to \$38.00/hr	Median: \$29.00/hr
New Hires/Exp'd:	\$22.50 to \$38.00/hr	Median: \$31.25/hr
Exp'd/After 3 Years:	\$29.50 to \$40.00/hr	Median: \$34.50/hr

Some employers provide medical insurance and other benefits, including a retirement plan and dental insurance. Many also provide a paid vacation. Some employers provide benefits for part-time employees.

Getting the Training

Degree programs take approximately two years to complete.

Getting the Job

Dental Hygienists are employed in offices and clinics of dentists. Almost all employers fill openings by hiring referrals from employees. Most also recruit through newspaper advertisements and/or by hiring referrals from private employment agencies.

Key Terms

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

Employment Information

Occupation Size: Medium. There are approximately 90 to 110 Dental Hygienists currently employed in Napa County. Local surveys indicate that at least 95 percent in the occupation are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 2001.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers.

Very Important Qualifications

Tasks: Clean calcareous deposits, accretions, and stains from teeth and beneath margins of gums, using dental instruments. Apply fluorides and other cavity preventing agents to arrest dental decay. Provide clinical services and health education to improve and maintain oral health of school children. Conduct dental health clinics for community groups to augment services of dentist. Remove excess cement from coronal surfaces of teeth. Chart conditions of decay and disease for diagnosis and treatment by dentist.

Source: O*NET 98 Database (early release)

Nationwide Job Outlook

Employment of dental hygienists is expected to increase much faster than the average for all occupations through the year 2005 in response to increasing demand for dental care and the greater substitution of hygienists for services previously performed by dentists. Job prospects are expected to remain very good unless the number of dental hygienist program graduates grows much faster than during the last decade and results in a much larger pool of qualified applicants. Demand will be stimulated by population growth, and greater retention of natural teeth by the larger number of middle-aged and elderly people. Also, dentists are likely to employ more hygienists, for several reasons. Older dentists, who are less likely to employ dental hygienists, will leave and be replaced by recent graduates, who are more likely to do so. In addition, as dentists' workloads increase, they are expected to hire more hygienists to perform preventive dental care such as cleaning, so they may use their own time more profitably.

Drafters

Also known as CAD Operators

Description

Drafters prepare clear, complete, and accurate working plans and detail drawings from rough or detailed sketches or notes for engineering or manufacturing purposes according to specified dimensions. They utilize knowledge of various machines, engineering practices, mathematics, building materials, and other physical sciences to complete drawings (OES 225140).

Training, Experience, and Other Requirements

Most recent hires have completed two to four years of college. Most employers require prior experience. With the appropriate education, promotions may lead to Architect or Engineer. Almost all jobs are 40 hours per week. Willingness to work on-call may be important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$8.75 to \$13.00/hr	Median: \$9.69/hr
New Hires/Exp'd:	\$10.00 to \$17.25/hr	Median: \$13.45/hr
Exp'd/After 3 Years:	\$14.00 to \$25.00/hr	Median: \$16.50/hr

Most employers provide medical insurance and other benefits, including paid sick leave, a paid vacation, and a retirement plan. Many also provide vision insurance. Some provide life insurance and dental insurance.

Getting the Training

Certificate and degree programs range in length from one to two years and are usually followed by a period of on-the-job training.

Getting the Job

Drafters in Napa County are employed by engineering and architectural firms. Most employers fill openings by hiring referrals from employees and/or recruit applicants through newspaper advertisements.

Key Terms

Almost All (>75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (<10%)

Employment Information

Occupation Size: Small. There are approximately 50 to 60 Drafters currently employed in Napa County. About 22 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 1999.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers.

Very Important Qualifications

Basic Skills: Ability to work as part of a team; ability to work independently; English grammar and spelling skills; ability to perform basic mathematical calculations; verbal communication skills; ability to perform routine, repetitive work; writing skills.

Physical Abilities: Ability to sit continuously for 2 or more hours.

Other Qualifications: Attention to detail; problem solving skills; ability to work under pressure; ability to handle crisis situations; organizational and time management skills.

Nationwide Job Outlook

Employment is expected to increase more slowly than the average for all occupations through the year 2005. Industrial growth and the increasingly complex design problems associated with new products and processes will increase the demand for drafting services. However, greater use of CAD equipment by architects and engineers, as well as drafters, is expected to offset some of this growth in demand. Although productivity gains from CAD have been relatively modest since CAD use became widespread, CAD technology continues to advance. CAD is expected to become an increasingly powerful tool, simplifying many traditional drafting tasks. Individuals who have at least 2 years of training in a technically strong drafting program and who have experience with CAD systems will have the best opportunities. Although growth in employment will create many job openings, most job openings are expected to arise as drafters retire or leave the labor force for other reasons.

Electricians

Description

Electricians install, maintain, and repair wiring, electrical equipment, and fixtures. They insure that work is in accordance with relevant codes. They may read blueprints. Includes Protective Signal Installers and Repairers and Street Light Servicers (OES 872020).

Training, Experience, and Other Requirements

Most recent hires have completed high school. Most employers report completion of an apprenticeship program is important. Most employers usually require prior experience. Many will sometimes accept training as a substitute for experience. Promotions may lead to supervisory or journey level positions. Most jobs are 40 hours per week. Many employers report that knowledge of computer equipment and basic computer skills are important.

Wages and Fringe Benefits

NON-UNION:

New Hires/Inexp'd:	\$7.00 to \$14.00/hr	Median: \$9.99/hr
New Hires/Exp'd:	\$11.50 to \$16.75/hr	Median: \$15.00/hr
Exp'd/After 3 Years:	\$18.75 to \$23.00/hr	Median: \$20.50/hr

UNION:

New Hires/Inexp'd:	\$8.21 to \$17.24/hr	Median: \$17.17/hr
New Hires/Exp'd:	\$16.67 to \$24.17/hr	Median: \$17.24/hr
Exp'd/After 3 Years:	\$18.30 to \$27.00/hr	Median: \$20.75/hr

Almost all employers provide medical insurance and paid vacation. Most also provide a retirement plan, dental insurance, vision insurance, and paid sick leave.

Getting the Training

Apprenticeship programs typically take five years to complete. Refer to the International Brotherhood of Electrical Workers and to the Napa and Solano Counties Building Trades for more information.

Getting the Job

Electricians in Napa County are employed by electrical contracting services, large institutions, and municipal government. Many employers are union. Many employers recruit applicants through newspaper advertisements. Some also fill openings through in-house promotion or transfer and/or by hiring referrals from employees.

Key Terms

Almost All (> 75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (< 10%)

Employment Information

Occupation Size: Medium. There are approximately 115 to 140 Electricians currently employed in Napa County. About 3 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: Less than 5 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be the same as the average for all occupations through the year 1999.

Projected Separations: Less than 5 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers report that they have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers.

Very Important Qualifications

Technical Skills: Ability to implement safe work practices; ability to use reference materials (e.g. handbooks); understanding of electrical technology; certified apprenticeship program completion; ability to install electrical equipment; ability to splice fiber optic cables; ability to repair electrical regulators; shop math skills; ability to read blueprints; problem solving skills; ability to write effectively; and report writing skills.

Physical Abilities: Good vision; ability to use hands, arms, and fingers; ability to work in cramped/confined spaces; ability to stand continuously for 2 or more hours; ability to climb ladders; possession of good color perception; ability to lift 50 lbs. repeatedly; and ability to crawl under buildings.

Basic Skills: Ability to read and follow instructions; oral communication skills; ability to follow oral instructions; and ability to write legibly.

Other Qualifications: Ability to work independently; possession of mechanical aptitude; willingness to work with close supervision; possession of good DMV driving record; interpersonal skills; ability to provide own hand tools; and customer service skills.

Nationwide Job Outlook

Employment of electricians is expected to increase about as fast as the average for all occupations through the year 2005. As the population and the economy grow, many electricians will be needed to install and maintain electrical devices and wiring in homes, factories, offices, and other structures. New technologies also are expected to continue to stimulate the demand for these workers.

Enologists

Also known as Winemakers.

Non-OES Occupational Outlook Survey

Description

Enologists direct and coordinate activities concerned with wine production. This involves crushing, fermentation, clarification, aging, blending, and bottling. Working in their own firm's vineyards, or with viticulturists of other grape-supplying vineyards, Enologists examine grape samples to judge sweetness and acidity to verify sound condition and lack of pesticide residue, and to authenticate grape varieties. They decide when to start the harvest and ensure that grapes are trucked to the crusher quickly and safely. Enologists supervise workers in the crushing and fermentation process, following legal and regulatory practices and record keeping requirements. In smaller operations, they may perform these processing duties themselves (Modified DOT 183.161-999).

Training, Experience, and Other Requirements

Of the employers surveyed, all report that their recent hires have completed four years of college. Most employers usually require prior experience. Many, however, will sometimes accept training as a substitute for experience. Promotions may lead to supervisory positions or may take the form of increased responsibilities. Almost all jobs are 40 hours per week. Many employers report that spreadsheet and word processing skills are important. Some also report that database skills are important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$9.00 to \$11.00/hr	Median: \$10.23/hr
New Hires/Exp'd:	\$10.25 to \$22.50/hr	Median: \$14.93/hr
Exp'd/After 3 Years:	\$14.00 to \$28.75/hr	Median: \$18.50/hr

Almost all employers provide medical insurance, paid sick leave, and a paid vacation. Most also provide dental insurance and a retirement plan. Some provide life insurance.

Getting the Training

Colleges and universities may offer degree programs in Enology and related courses of study.

Getting the Job

Enologists are employed by wineries. Most employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees and/or through in-house promotion or transfer. Some fill openings by hiring referrals from schools or training programs.

Employment Information

Occupation Size: Large. There are approximately 125 to 175 Enologists currently employed in Napa County. Local surveys indicate that about 20 percent in the occupation are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: Almost all of the employers surveyed expect the size of the occupation to remain stable over the next three years. The projected growth rate statewide is expected to be slower than the average for all occupations through the year 2005.

Projected Separations: Insufficient data.

Supply-Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers.

Very Important Qualifications

Tasks: Blend wines according to formulas and knowledge and experience in wine making. Oversee bottling to ensure that all goes smoothly, and seek to improve bottling methods and techniques. Direct research and experimental work, new product development, and product improvement. Responsible for development of specific types of wines. Assist in selection of new areas for additional planting and investigate new grape varieties. May perform public relations work. Possess a keen sense of taste and smell.

Source: California Occupational Guides

Nationwide Job Outlook

Information Not Available.

Key Terms

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

Farm Equipment Mechanics

Description

Farm Equipment Mechanics maintain, repair, and overhaul farm machinery and vehicles, such as tractors, harvesters, and irrigation systems. They may repair dairy equipment. Does not include Bus and Truck Mechanics and Diesel Engine Specialists (OES 853210).

Training, Experience, and Other Requirements

Most recent hires have completed high school. Some have attended college. Most employers require prior experience. Many, however, will sometimes accept training as a substitute for experience. Promotions may lead to supervisory positions. Almost all jobs are 40 hours per week. Some employers report that basic computer knowledge is becoming increasingly important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$7.00 to \$13.00/hr	Median: \$10.00/hr
New Hires/Exp'd:	\$8.50 to \$20.00/hr	Median: \$13.50/hr
Exp'd/After 3 Years:	\$10.00 to \$28.00/hr	Median: \$16.13/hr

Most employers provide medical insurance, and other benefits including a paid vacation, dental insurance, and paid sick leave. Many also provide life insurance. Some provide a retirement plan.

Getting the Training

Certificate programs last approximately one year. On-the-job training may also be provided by some employers.

Getting the Job

Farm Equipment Mechanics in Napa County are employed by wineries, vineyard management companies, produce growing enterprises, and farm equipment wholesalers and repairers. Many employers recruit applicants through newspaper advertisements and/or by hiring referrals from employees. Some also fill openings through in-house promotion or transfer.

Key Terms

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

Employment Information

Occupation Size: Small. There are approximately 45 to 65 Farm Equipment Mechanics currently employed in Napa County. About 2 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be the same as the average for all occupations through the year 2001.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers.

Very Important Qualifications

Tasks: Repair or replace defective parts, using hand tools, lathes, welding equipment, grinders, or saws. Reassemble, adjust, and lubricate machines and equipment, using hand tools. Dismantle defective machines, using hand tools. Install and repair agricultural plumbing systems. Install and maintain self-propelled irrigation system, using truck-mounted crane, wrenches, tube cutter, and pipe threader. Test and replace electrical components and wiring, using test meter, soldering equipment, and wire strippers. Examine and listen to machines, motors, gas and diesel engines, and equipment to detect malfunctioning. Read inspection reports and examine equipment to determine type and extent of defect.

Source: O*NET 98 Database (early release)

Nationwide Job Outlook

Opportunities should be good for persons who have completed formal training in farm equipment repair or diesel mechanics; persons without such training are expected to encounter increasing difficulty entering mechanic jobs. Employment of farm equipment mechanics is expected to increase about as fast as the average for all occupations through the year 2005. The continued consolidation of farmland into fewer and larger farms and the use of new farming practices will cause farmers to invest in new, more efficient and specialized equipment, and the increasing complexity of equipment will force more farmers to rely on mechanics for service and repairs. Most job openings will arise from the need to replace experienced mechanics who retire.

Farm Equipment Operators

Also known as Tractor Drivers

Description

Farm Equipment Operators drive and control farm equipment to till soil and to plant, cultivate, and harvest crops (OES 790210).

Training, Experience, and Other Requirements

Few recent hires have completed high school. Many employers sometimes require prior experience. Many others require 12-24 months of prior experience. Almost all, however, will sometimes accept training as a substitute for experience. Promotions may lead to supervisory positions. Most jobs are 40 hours per week.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$7.00 to \$11.50/hr	Median: \$9.00/hr
New Hires/Exp'd:	\$8.00 to \$11.50/hr	Median: \$9.00/hr
Exp'd/After 3 Years:	\$8.00 to \$14.00/hr	Median: \$10.25/hr

Most employers provide medical insurance. Many also provide dental insurance. Some provide paid sick leave, a paid vacation, and a retirement plan.

Getting the Training

Employers generally provide on-the-job training for this occupation.

Getting the Job

Farm Equipment Operators in Napa County are employed by wineries, farm labor contractors, and vineyards. Many employers fill openings through in-house promotion or transfer. Some also fill openings by hiring referrals from employees and/or through word of mouth.

Key Terms

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

Employment Information

Occupation Size: Large. There are approximately 190 to 260 Farm Equipment Operators currently employed in Napa County. About 20 percent in California are female. Local surveys indicate that few in this occupation are female.

Annual Turnover: Estimated to be very high (over 40 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 2001.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Very Important Qualifications

Tasks: Drive tractor with implements to plow, plant, cultivate, or harvest crops and to move trailers for crop harvest. Manipulate controls to set, activate, and regulate mechanisms on machinery such as self-propelled machines, conveyors, separators, cleaners, and dryers. Drive truck to haul harvested crops, supplies, tools, or farm workers. Drive truck or tractor with trailer attached, alongside crew loading crop or adjacent to harvesting machine. Spray fertilizer or pesticide solutions, using hand sprayer, to control insects, fungus and weed growth, and diseases. Observe and listen to machinery operation to detect equipment malfunction, and remove obstruction to avoid damage to product or machinery. Attach farm implements, such as plow, disc, sprayer, or harvester, to tractor, using bolts and mechanic's hand tools. Discard diseased or rotting product, and guide product on conveyor to regulate flow through machine. Position boxes or attach bags at discharge end of machinery to catch products, place lids on boxes, and close sacks. Thin, hoe, weed, or prune row crops, fruit trees, or vines, using hand implements. Load hoppers, containers, or conveyor to feed machine with products, using suction gates, shovel, or pitchfork.

Source: O*NET 98 Database (early release)

Nationwide Job Outlook

Information Not Available

First Line Supervisors & Managers, Clerical

Description

First Line Clerical Manager/Supervisors directly supervise and coordinate activities of clerical and administrative support workers. They are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. Some Manager/Supervisors may also engage, in part, in the same clerical work as the workers they supervise (510020).

Training, Experience, and Other Requirements

Most recent hires have completed high school, plus some college or vocational training. Almost all employers require prior experience. Some jobs are filled by promoting from clerical or support positions. Promotions may lead to higher level supervisory or management positions. Almost all jobs are 40 hours per week.

Wages and Fringe Benefits

New Hires/Inexp'd:	Insufficient Data	
New Hires/Exp'd:	\$9.75 to \$19.25/hr	Median: \$14.29/hr
Exp'd/After 3 Years:	\$12.00 to \$21.75/hr	Median: \$15.77/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, dental insurance, life insurance, and a retirement plan. Most also provide vision insurance.

Getting the Training

Certificate and degree programs range in length from one to two years.

Getting the Job

Office Managers and Administrative Assistants in Napa County are employed in most industries. Almost all employers recruit applicants through newspaper advertisements. Some also fill openings by hiring referrals from employees and/or through in-house promotion or transfer.

Employment Information

Occupation Size: Very Large. There are approximately 605 to 740 Office Managers and Administrative Assistants currently employed in Napa County. About 64 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 15-20 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 1999.

Projected Separations: 10-15 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have some difficulty finding fully experienced applicants who meet their hiring standards. This indicates a good outlook for job seekers with prior experience.

Very Important Qualifications

Basic Skills: Ability to work as part of a team; ability to perform basic mathematical calculations; verbal communication skills; writing skills; ability to work independently; English grammar and spelling skills; ability to perform routine, repetitive work.

Physical Abilities: Ability to sit continuously for 2 or more hours.

Other Qualifications: Organizational and time management skills; record keeping skills; ability to work under pressure; attention to detail; problem solving skills; ability to handle crisis situations; ability to plan and organize the work of others; supervisory skills.

Nationwide Job Outlook

Employment is expected to increase about as fast as the average for all occupations through the year 2005. Although growth in the demand for clerical supervisors will generate many job openings, most openings will result from the need to replace experienced supervisors who transfer to other occupations or leave the labor force. Because the occupation is so large, replacement needs will create a large number of job openings. Employment of clerical supervisors is tied somewhat to the demand for clerical workers. More clerical work will be generated as organizations and the economy grow, especially the business and service sectors. As the amount of clerical work to be done continues to increase, more managers will be needed to coordinate this rising volume of work.

Key Terms

Almost All (>75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (<10%)

First Line Supervisors, Agricultural, Forestry & Fishing

Description

First Line Supervisors, Agricultural, Forestry, Fishing, and Related Occupations, directly supervise and coordinate the activities of agricultural, forestry, fishing and related workers. They may supervise helpers assigned to these workers. Manager/Supervisors are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. In addition, Manager/Supervisors may also engage, in part, in the same agricultural work as the workers they supervise. Does not include work leaders who spend 20% or more of their time at tasks similar to those of employees under their supervision and report them in the occupations which are most closely related to their specific work duties (OES 720020).

Training, Experience, and Other Requirements

Most recent hires have completed high school and some have completed some college courses. Most employers report they usually require prior work experience. Many also report they will sometimes accept training as a substitute for experience. Most employers do not promote from this position. Almost all jobs are at least 40 hours per week. Some positions may be seasonal. Willingness to work on-call and overtime is important. Some employers report that computer spreadsheet and word processing skills are important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$8.00 to \$16.00/hr	Median: \$11.99/hr
New Hires/Exp'd:	\$10.00 to \$20.00/hr	Median: \$14.10/hr
Exp'd/After 3 Years:	\$12.00 to \$22.00/hr	Median: \$17.13/hr

Almost all employers provide medical insurance, paid sick leave, and paid vacations. Most also provide dental insurance, life insurance, and a retirement plan.

Getting the Training

Employers generally provide the training for this occupation.

Getting the Job

Agricultural and Forestry Supervisors in Napa County are primarily employed in the wine industry. Few employers are union. Most employers recruit applicants through newspaper advertisements and/or by hiring referrals from employees.

Employment Information

Occupation Size: Medium. There are approximately 70 to 85 Agricultural and Forestry Supervisors currently employed in Napa County. About 8 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10%).

Projected Growth: Less than 5 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 1999.

Projected Separations: Less than 5 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers.

Very Important Qualifications

Technical Skills: Ability to implement safe work practices.

Physical Abilities: Ability to tolerate noise and dust; ability to work outdoors in all weather conditions.

Other Qualifications: Ability to set work priorities; ability to work under pressure.

Nationwide Job Outlook

Information Not Available

Key Terms

Almost All (>75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (<10%)

Food Preparation Workers

Description

Food Preparation Workers perform a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment, and utensils. They perform simple tasks such as preparing shellfish or slicing meat. They may brew coffee, tea, or chocolate or prepare sandwiches. They work in such places as a restaurant kitchen or delicatessen (OES 650380).

Training, Experience, and Other Requirements

Most recent hires have completed high school. Most employers do not require prior experience. Most Food Prep Cooks begin as Dishwashers or Bus Persons. Promotions may lead to Line Cook or supervisory positions. Most jobs are 40 hours per week. Some jobs are 20-30 hours per week. Willingness to work weekends, nights, overtime, and part-time may be important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$4.50 to \$8.00/hr	Median: \$6.00/hr
New Hires/Exp'd:	\$5.00 to \$9.75/hr	Median: \$7.02/hr
Exp'd/After 3 Years:	\$6.00 to \$13.00/hr	Median: \$8.50/hr

Many employers provide medical insurance. Some also provide a paid vacation and dental insurance. Some employers provide benefits for part-time employees.

Getting the Training

Employers generally provide on-the-job training for this occupation.

Getting the Job

Food Prep Cooks in Napa County are employed by restaurants and delicatessens. Most employers fill openings through in-house promotion and/or by hiring referrals from employees. Many also recruit applicants through newspaper advertisements.

Key Terms

Almost All (>75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (<10%)

Employment Information

Occupation Size: Very Large. There are approximately 1,030 to 1,255 Food Prep Cooks currently employed in Napa County. About 33 percent in California are female.

Annual Turnover: Estimated to be high (30-39 percent).

Projected Growth: 50 to 60 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 1999.

Projected Separations: 35 to 40 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Very Important Qualifications

Basic Skills: Ability to work as part of a team; ability to perform routine, repetitive work; ability to work independently; verbal communication skills.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to lift at least 50 lbs.

Other Qualifications: Attention to detail; ability to work under pressure; ability to handle crisis situations.

Nationwide Job Outlook

Job openings for cooks and other kitchen workers are expected to be excellent through the year 2005. Most openings will arise from the need to replace the relatively high proportion of workers who leave this very large occupation each year. There is substantial turnover in many of these jobs because their limited requirements for formal education and training allow easy entry, and the many part-time positions are attractive to persons seeking a short-term source of income rather than a career. Many of the workers who leave these jobs transfer to other occupations, while others stop working to assume household responsibilities or to attend school full time. Workers under the age of 25 have traditionally filled a significant proportion of the lesser skilled jobs in this occupation. The pool of young workers is expected to continue to shrink through the 1990's and many employers will be forced to offer higher wages, better benefits, and more training to attract and retain workers in these jobs.

Gardeners & Groundskeepers, Except Farm

Also known as Maintenance Workers

Description

Gardeners and Groundskeepers maintain grounds of public or private property, using hand/power tools or equipment. They may perform any combination of tasks, such as mowing, trimming, planting, watering, fertilizing, digging, raking, and sweeping. Additional duties may include minimal care and upkeep of buildings and equipment. They may plan and execute small-scale landscaping operations. They may dig and prepare graves. Does not include Groundskeepers who disseminate information to the public and patrol public parks to enforce rules and regulations and to detect fires (OES 790140).

Training, Experience, and Other Requirements

Almost all recent hires have completed high school. Most employers do not require prior experience. A few jobs are filled by promoting from Laborer or Maintenance Worker positions. Promotions may lead to supervisory positions or may take the form of self-employment. Almost all jobs are 40 hours per week. Some jobs are seasonal.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$6.50 to \$10.00/hr	Median: \$8.90/hr
New Hires/Exp'd:	\$7.50 to \$11.75/hr	Median: \$9.25/hr
Exp'd/After 3 Years:	\$9.50 to \$15.25/hr	Median: \$10.83/hr

Most employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, dental insurance, a retirement plan, life insurance, and vision insurance.

Getting the Training

Certificate programs range in length from one to two years. Although employers generally provide on-the-job training, skilled gardener positions often require additional education or training in horticulture.

Getting the Job

Groundskeepers and Gardeners are employed by lawn and garden services, real estate and property management services, schools, and government agencies. Most employers fill openings by hiring referrals from employees and/or recruit applicants through newspaper advertisements.

Key Terms

Almost All (>75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (<10%)

Employment Information

Occupation Size: Large. There are approximately 265 to 325 Groundskeepers and Gardeners currently employed in Napa County. About 6 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 10-15 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be the same as the average for all occupations through the year 1999.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have no difficulty finding inexperienced but qualified applicants and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications

Technical Skills: Knowledge of gardening tools; lawn and garden care skills; possession of a valid driver's license; knowledge of horticulture; knowledge of pesticides and herbicides; sprinkler repair skills.

Physical Abilities: Ability to lift at least 75 lbs. repeatedly.

Basic Skills: Ability to follow oral instructions; ability to read and follow instructions; oral communication skills.

Other Qualifications: Ability to work independently; willingness to work with close supervision.

Nationwide Job Outlook

Employment is expected to increase faster than the average for all occupations through the year 2005 in response to increasing demand for gardening and landscaping services. Furthermore, a large number of job openings are expected to result from the need to replace workers who transfer to other occupations or leave the labor force. Because wages for beginners are low and the work is physically demanding, many employers have difficulty attracting enough workers to fill all openings. Expected growth in the construction of commercial and industrial buildings, shopping malls, homes, highways, and parks and recreational facilities should stimulate demand for these workers.

General Office Clerks

Description

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing. Does not include workers whose duties are narrowly defined (OES 553470).

Training, Experience, and Other Requirements

Almost all recent hires have completed high school plus some college or vocational training. Most employers do not require prior experience. Promotions may lead to higher level clerical or bookkeeping positions. Most jobs are part-time or on-call, 10-30 hours per week. Some jobs are 40 hours per week.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$6.00 to \$10.00/hr	Median: \$7.18/hr
New Hires/Exp'd:	\$6.75 to \$10.50/hr	Median: \$8.50/hr
Exp'd/After 3 Years:	\$8.25 to \$12.00/hr	Median: \$10.13/hr

Almost all employers provide medical insurance and a paid vacation. Most also provide paid sick leave, dental insurance, and a retirement plan. Many provide life insurance. Some employers provide benefits for part-time employees.

Getting the Training

Certificate programs range in length from six to twelve months. On-the-job training may also be available.

Getting the Job

General Office Clerks in Napa County employed in a wide variety of industries, with about half of all jobs found in the education and government sectors. Almost all employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees. Many also fill openings through in-house promotion.

Key Terms

Almost All (>75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (<10%)

Employment Information

Occupation Size: Very Large. There are approximately 1,200 to 1,470 General Office Clerks currently employed in Napa County. About 81 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 35-45 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 1999.

Projected Separations: 20-25 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Very Important Qualifications

Technical Skills: Record keeping skills; alphabetic and numeric filing skills; English grammar, spelling, and punctuation skills; telephone answering skills; ability to type at least 45 wpm; ability to write effectively.

Basic Skills: Ability to read and follow instructions; oral communication skills; ability to write legibly; basic math skills.

Other Qualifications: Public contact skills; ability to work independently; ability to perform routine, repetitive work; willingness to work with close supervision; ability to work under pressure.

Nationwide Job Outlook

Job opportunities should be quite favorable. The large size and high turnover of this occupation should produce a significant number of job openings. Jobseekers who have typing and other secretarial skills, basic computer skills, and knowledge of office machine operation, such as fax machines and copiers, should have the best opportunities. General office clerks should find many opportunities for part-time or temporary work, especially during peak business periods. General office clerks find work in virtually every kind of industry. Employment, therefore, is not dependent on the fortunes of any single sector of the economy. Employment is expected to increase about as fast as the average for all occupations through the year 2005 as more small businesses place a single office worker-frequently a general office clerk-in charge of all clerical work.

Grocery Checkers

Non-OES Occupational Outlook Survey

Description

Grocery Checkers operate cash registers to itemize and total customer's purchases in a grocery store. They review price sheets to note price changes and sale items. They record prices, subtotal taxable items, and total purchases on cash register. They collect cash, check, or charge payment from customer and make change for cash transactions. They may stock shelves and mark prices on items. They count money in a cash drawer at the beginning and end of work shift and may record daily transaction amounts from a cash register to balance the cash drawer (Modified DOT 211.462-999).

Training, Experience, and Other Requirements

Almost all recent hires have completed high school and many have attended college. Most employers sometimes require prior experience but will usually accept training as a substitute. Promotions may lead to supervisory positions. Many jobs are 20-30 hours per week. Many other jobs are 40 hours per week.

Wages and Fringe Benefits

UNION

New Hires/Inexp'd:	\$6.75 to \$8.75/hr	Median: \$8.50/hr
New Hires/Exp'd:	\$7.00 to \$16.00/hr	Median: \$9.50/hr
Exp'd/After 3 Years:	\$15.25 to \$16.50/hr	Median: \$15.75/hr

NON-UNION

New Hires/Inexp'd:	\$5.00 to \$10.00/hr	Median: \$6.00/hr
New Hires/Exp'd:	\$6.00 to \$10.00/hr	Median: \$7.50/hr
Exp'd/After 3 Years:	\$7.00 to \$16.00/hr	Median: \$10.00/hr

Most employers provide medical insurance and other benefits, including a paid vacation and dental insurance. Many provide paid sick leave, vision insurance, and a retirement plan. Many employers provide benefits for part-time employees.

Getting the Training

Employers generally provide on-the-job training for this occupation.

Getting the Job

Grocery Checkers are employed by grocery and food stores. Many employers are union. However, most jobs are union. Most employers fill openings by hiring referrals from employees. Many also fill openings through in-house promotion or transfer and/or recruit applicants through newspaper advertisements. Some fill openings by hiring unsolicited applicants.

Employment Information

Occupation Size: Very Large. There are approximately 320 to 390 Grocery Checkers currently employed in Napa County. Local surveys indicate that about 60 percent in the occupation are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 10-20 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 2001.

Projected Separations: Insufficient data.

Supply-Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers.

Very Important Qualifications

Physical: Ability to stand continuously for two or more hours.

Tasks: Receive sales slip, cash, check, voucher, or charge payments and issue refunds or credits to customer. Issue receipt and change due. Operate cash register or electronic scanner. Compute and record totals of transactions. Cash checks. Keep periodic balance sheet of amount and number of transactions.
Source: O*NET 98 Database (early release)

Nationwide Job Outlook

Employment in this occupation is expected to increase about as fast as the average for all occupations through the year 2005 due to expanding demand for goods and services by a growing population. Although growth will account for numerous openings, most jobs will result from the need to replace experienced workers who transfer to other occupations or leave the labor force. Workers under the age of 25 traditionally have filled many of the openings in this occupation. Recently, however, more openings are being filled by nontraditional workers, such as elderly and disabled persons. As in the past, replacement needs will create a significant number of job openings, for the occupation is large and turnover is much higher than average. Opportunities for part-time work are expected to continue to be excellent.

Key Terms

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

Hairdressers, Hairstylists & Cosmetologists

Description

Hairdressers, Hairstylists, and Cosmetologists provide beauty services for customers, such as suggesting hair styles, cutting and styling hair, treating the scalp, applying make-up, and dressing wigs. Does not include Shampooers, Manicurists, and Beauty School Instructors (OES 680050).

Training, Experience, and Other Requirements

Licensing is required for this occupation; contact the State Board of Barbering and Cosmetology Examiners for information. Of the employers surveyed, all report that their recent hires have completed high school. Many have also attended college. Many employers sometimes require prior experience. Most, however, will sometimes accept training as a substitute for experience. Many jobs are 34-40 hours per week. Many other jobs are 20-30 hours per week. A large number of Hairdressers, Hairstylists, and Cosmetologists are self-employed and rent spaces in beauty salons.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.00 to \$8.75/hr	Median: \$5.15/hr
New Hires/Exp'd:	\$5.00 to \$8.75/hr	Median: \$7.00/hr
Exp'd/After 3 Years:	\$5.00 to \$14.00/hr	Median: \$10.00/hr

Many in the occupation receive additional compensation in the forms of tips. Some may work on a commission basis.

Some employers provide medical insurance. Some employers also provide benefits for part-time employees.

Getting the Training

Certificate programs last approximately twelve months.

Getting the Job

Hairdressers, Hairstylists, and Cosmetologists in Napa County are employed in beauty salons. Almost all employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from private schools. Some fill openings by hiring referrals from employees and/or from public schools or training programs.

Key Terms

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

Employment Information

Occupation Size: Medium. There are approximately 85 to 105 Hairdressers, Hairstylists and Cosmetologists currently employed in Napa County. Local surveys indicate that at least 95 percent in the occupation are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be the same as the average for all occupations through the year 2001.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are experienced.

Very Important Qualifications

Physical: Ability to stand continuously for two or more hours.

Tasks: Cut, trim and shape hair or hair pieces, using clippers, scissors, trimmers and razors. Shampoo, rinse, and dry hair and scalp or hair pieces with water, liquid soap, or other solutions. Bleach, dye, or tint hair, using applicator or brush. Apply water, setting or waving solutions to hair and wind hair on curlers or rollers. Comb, brush, and spray hair or wigs to set style. Attach wig or hairpiece to model head and dress wigs and hairpieces according to instructions, samples, sketches or photographs. Analyze patron's hair and other physical features or read makeup instructions to determine and recommend beauty treatment. Massage and treat scalp for hygienic and remedial purposes, using hands, fingers, or vibrating equipment.

Source: O*NET 98 Database (early release)

Nationwide Job Outlook

Overall employment of cosmetologists is expected to increase about as fast as the average for all occupations through the year 2005. Population growth, rising incomes, and a growing demand for the services will stimulate the demand for these workers. Demand for cosmetologists who are trained in nail care will be particularly strong. This is especially true for entry-level workers who are licensed to provide a broad range of cosmetology services. The level of competition for employment and customers may be greater at the higher-paying, prestigious salons, though, as applicants vie with a large pool of licensed and experienced cosmetologists. The number of part-time and self-employed, booth-renting cosmetologists should continue to grow, creating many opportunities for ambitious people to enter the field.

Hazardous Materials Technicians

Also known as Haz-Mat Specialists and Field/Environmental Techs

Non-OES Occupational Outlook Survey

Description

Hazardous Materials Technicians apply their knowledge of chemistry, physical science and hazardous materials in taking water and soil samples or in performing some combination of: collecting, handling, storing, transporting, recycling, disposing, safety, or sales related work dealing with hazardous materials.

Training, Experience, and Other Requirements

Almost all recent hires have completed high school plus vocational and/or on-the-job training. Most employers do not require prior experience. Increasingly, however, California employers consider two years of college and/or an Environmental Hazardous Materials Technology (EHMT) certificate to be very important. Working with hazardous materials can be an occupation, or it can be part of some other occupation which includes haz-mat related responsibilities. Promotions may lead to supervisory positions. Most jobs are 40 hours per week.

Wages and Fringe Benefits

Hazardous Materials Technicians in California generally earn between \$7.75 and \$21.00/hr or more, depending on the employer, the job, and their experience.

Some employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, dental insurance, vision insurance, and life insurance.

Getting the Training

Certificate and degree programs in Hazardous Materials/Environmental Technology are provided by several Community Colleges in Northern California.

Getting the Job

Hazardous Materials Technicians are employed in many industries throughout California: government (city, county, state and fire); waste management firms; consulting services/firms (engineering, geology and biological science); pest control firms; wholesalers of chemical and petroleum products; manufacturers (various); and utility companies. Most employers recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from employees and/or by hiring unsolicited applicants.

Employment Information

Occupation Size: Small. There are approximately 20 to 40 Hazardous Materials Technicians currently employed in Napa County. About 34 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: Job market analysts in California project rapid growth for this relatively small occupation. Specific growth and separations projections for Napa County are not available.

Supply-Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for trained and qualified job seekers.

Very Important Qualifications

Appliance Recycling: Use hand and power tools; apply basic math calculations; work effectively as a team member as well as independently; lift and move refrigerators using hands and forklifts; drive company vehicles.

Asbestos Inspections: Do complex calculations; write reports using clear language; do detail work with accuracy; perform effectively under stress or in emergencies.

Asbestos Removal: Understand and use blueprints, drawings or other detailed instructions; take exact measurements; understand and use basic arithmetic; work from scaffolds; apply haz-mat worker safety codes.

Haz-Mat Specialists: Use technical knowledge to do investigations and inspections; establish facts and draw conclusions based on information gathered; make decisions based on laws, regulations and personal knowledge; use both written and spoken communication to influence public officials, the public, and those responsible for hazardous waste.

Chemical Waste Disposal: Recognize and identify hazardous waste; work cooperatively as a team member; work efficiently under hazardous conditions; operate heavy equipment, forklifts and trucks.

Nationwide Job Outlook

Employment of science-related technicians is expected to increase about as fast as the average for all occupations through the year 2005. Continued growth of scientific research and development and the production of technical products should spur demand for all science-related technicians.

Key Terms

Almost All (> 75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (< 10%)

Heating, Air Conditioning & Refrigeration Mechanics

Also known as HVAC (Heating, Ventilation, and Air Conditioning) Technicians

Description

Heating, Air Conditioning, and Refrigeration Mechanics and Installers install and repair heating, air conditioning, and refrigeration systems. Their duties may include installation and repair of oil burners, hot-air furnaces, heating stoves, and similar equipment in homes and commercial establishments using hand and pipe threading tools. They may also install and repair cooling and central air conditioning systems (OES 859020).

Training, Experience, and Other Requirements

Almost all recent hires have completed high school plus vocational training. Employers usually require prior experience. A few jobs are filled by promoting from Apprentice positions. Promotions may lead to supervisory positions. Almost all jobs are 40 hours per week. Willingness to work evenings and weekends may be important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$6.00 to \$10.00/hr	Median: \$8.00/hr
New Hires/Exp'd:	\$10.00 to \$15.00/hr	Median: \$12.00/hr
Exp'd/After 3 Years:	\$14.00 to \$21.50/hr	Median: \$15.75/hr

Almost all employers provide medical insurance and a paid vacation. Most also provide a retirement plan. Many provide paid sick leave. Some also provide dental insurance, life insurance, and vision insurance.

Getting the Training

Certificate and degree programs range in length from one to two years.

Getting the Job

HVAC Service Technicians in Napa County are employed by plumbing, heating, and air conditioning service/repair firms. Most employers use a variety of methods to recruit applicants and/or fill openings: referrals from employees, newspaper advertisements, private vocational schools, and unsolicited walk-ins.

Key Terms

Almost All (>75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (<10%)

Employment Information

Occupation Size: Medium. There are approximately 105 to 125 HVAC Service Technicians currently employed in Napa County. About 1 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 5-10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 1999.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers.

Very Important Qualifications

Technical Skills: Possession of a valid driver's license; problem solving skills; soldering skills; ability to read blueprints; sheet metal working skills; understanding of circuit design.

Physical Abilities: Ability to lift at least 100 lbs. repeatedly.

Basic Skills: Ability to read and follow instructions; basic math skills; oral communication skills; ability to write legibly.

Other Qualifications: Possession of a good DMV driving record; ability to work independently; public contact skills; ability to provide own hand tools.

Nationwide Job Outlook

Job prospects are expected to be very good. In addition to jobs created by economic growth, thousands of openings will result from the need to replace workers who transfer to other occupations or leave the labor force. Although relatively few heating, air-conditioning, and refrigeration technicians transfer to other occupations, reflecting their lengthy investment in training and the relatively high wages and benefits in this trade, the number of retirements is expected to rise as more of these workers reach retirement age. As the population and economy grow and new residential, commercial, and industrial structures are built, more technicians will be needed to install and maintain climate control systems. Those who specialize in the installation of new systems may experience periods of unemployment when the level of construction activity declines.

Home Health Care Workers

Description

Home Health Care Workers care for elderly, convalescent, or handicapped persons in the homes of their patients. They perform duties for patients such as changing bed linen, preparing meals, assisting in and out of bed, bathing, dressing, grooming, and assisting with medications that are self-administered. Includes Certified Home Health Aides, Certified Nurse Assistants caring for patients in their homes, and uncertified Home Health Care Workers (OES 660110).

Training, Experience, and Other Requirements

Most recent hires have completed high school. Certification is generally required for this occupation. Most employers require prior experience. Most, however, will sometimes accept training as a substitute for experience. Promotions may lead to supervisory positions or, with additional education and training, to LVN or RN. Many jobs are 40 hours per week. Willingness to work part-time, temporary, or on-call, and the ability to do shift work is important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.00 to \$12.00/hr	Median: \$5.88/hr
New Hires/Exp'd:	\$6.00 to \$14.00/hr	Median: \$7.25/hr
Exp'd/After 3 Years:	\$7.00 to \$16.00/hr	Median: \$8.50/hr

Many employers provide medical insurance and dental insurance. Some also provide life insurance, paid vacation, paid sick leave, and a retirement plan.

Getting the Training

Certificate programs range in length from three to six months.

Getting the Job

Home Health Care Workers in Napa County are employed by hospitals and residential care facilities. Few employers are union. Almost all employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees. Some also fill openings by hiring private school referrals.

Key Terms

Almost All (>75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (<10%)

Employment Information

Occupation Size: Medium. There are approximately 95 to 115 Home Health Care Workers currently employed in Napa County. About 82 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 5-10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 1999.

Projected Separations: Less than 5 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Very Important Qualifications

Technical Skills: Ability to care for elderly persons; ability to take vital signs; ability to read labels and instructions; ability to apply transferring techniques moving patients; ability to synthesize information; ability to prepare meals; ability to analyze data to solve problems; oral reading skills; ability to write effectively; certified to perform CPR; bondable; possession of a valid driver's license; and problem solving skills.

Physical Abilities: Good vision; good physical condition; possession of emotional stability; ability to pass a pre-employment physical examination; and ability to stand continuously for 2 or more hours.

Basic Skills: Ability to read and follow instructions; oral communication skills; and ability to write legibly.

Other Qualifications: Reliability and honesty; patience and understanding; ability to work independently; ability to deal effectively with difficult individuals; ability to apply common sense; listening skills; ability to handle crisis situations; caring and sympathetic attitude; adaptable; interpersonal skills; ability to make decisions; customer service skills; ability to work as part of a team; public contact skills; ability to exercise patience; creativity; and willingness to work with close supervision.

Nationwide Job Outlook

A large number of job openings is expected for homemaker-home health aides, due to very rapid growth and very high turnover. Homemaker-home health aides is expected to be one of the fastest growing occupations through the year 2005.

Hosts & Hostesses

Description

Hosts and Hostesses-Restaurant, Lounge or Coffee Shop, welcome patrons, seat them at tables or in lounge, and insure quality of facilities and service (OES 650020).

Training, Experience, and Other Requirements

Most recent hires have completed high school. Many employers usually require 6-12 months of prior experience. Most, however, will sometimes accept training as a substitute for experience. Promotions may lead to food serving positions. Almost all jobs are 10-30 hours per week. A few jobs are 32-40 hours per week.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.00 to \$7.00/hr	Median: \$6.00/hr
New Hires/Exp'd:	\$5.00 to \$7.50/hr	Median: \$6.50/hr
Exp'd/After 3 Years:	\$6.00 to \$8.50/hr	Median: \$7.00/hr

These wages do not include tips and reflect wages paid prior to 9/1/97

Many employers provide medical insurance. Some also provide a paid vacation and dental insurance. A few provide life insurance. Some employers provide benefits for part-time employees.

Getting the Training

Employers generally provide on-the-job training for this occupation.

Getting the Job

Hosts and Hostesses are employed by eating establishments. Almost all employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees. Many also fill openings by hiring unsolicited applicants. Some fill openings through in-house promotion or transfer.

Key Terms

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

Employment Information

Occupation Size: Medium. There are approximately 75 to 95 Hosts and Hostesses currently employed in Napa County. Local surveys indicate that about 75 percent in the occupation are female.

Annual Turnover: Estimated to be very high (40 percent or more).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 2001.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are experienced.

Very Important Qualifications

Physical: Ability to stand continuously for two or more hours.

Tasks: Greet and escort guests to tables and provide menus. Adjust complaints of patrons. Schedule dining reservations and arrange parties or special service for diners. Inspect dining room serving stations for neatness and cleanliness, and requisition table linens and other supplies for tables and serving stations.

Source: O*NET 98 Database (early release)

Nationwide Job Outlook

Employment of food and beverage service occupations is expected to increase about as fast as the average for all occupations through the year 2005. Since a significant proportion of food and beverage sales by eating and drinking places is associated with the overall level of economic activity, sales and employment will increase with the growth of the economy. Growth in demand also will stem from population growth, rising personal incomes, and increased leisure time. Since it is common for both husband and wife to be in the work force, families may increasingly find dining out a convenience.

Hotel Desk Clerks

Description

Hotel Desk Clerks accommodate hotel patrons by registering and assigning rooms to guests, issuing room keys, transmitting and receiving messages, keeping records of rooms occupied and guests' accounts, making and confirming reservations, and presenting statements to and collecting payments from departing guests (OES 538080).

Training, Experience, and Other Requirements

Most recent hires have completed high school. Many have completed some college courses. Most employers do not require prior experience. Promotions may lead to supervisory positions. Most jobs are 40 hours per week. Some jobs are 16-30 hours per week. Willingness to work nights, weekends, and holidays, and the willingness to work part-time or on-call may be important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$6.00 to \$8.50/hr	Median: \$7.00/hr
New Hires/Exp'd:	\$7.00 to \$10.00/hr	Median: \$7.00/hr
Exp'd/After 3 Years:	\$8.00 to \$10.00/hr	Median: \$8.50/hr

Most employers provide medical insurance and a paid vacation. Many also provide paid sick leave. Some provide dental insurance, life insurance, and a retirement plan. Few employers provide benefits for part-time employees.

Getting the Training

Employers often provide on-the-job training for this occupation.

Getting the Job

Hotel Desk Clerks in Napa County are employed by hotels, motels, and inns. Almost all employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees and/or through in-house promotion.

Key Terms

Almost All (>75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (<10%)

Employment Information

Occupation Size: Large. There are approximately 185 to 225 Hotel Desk Clerks currently employed in Napa County. About 62 percent in California are female.

Annual Turnover: Estimated to be high (30-39 percent).

Projected Growth: 15-20 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 1999.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers.

Very Important Qualifications

Basic Skills: Verbal communication skills; ability to work as part of a team; ability to work independently; ability to perform basic mathematical calculations; English grammar and spelling skills; ability to perform routine, repetitive work; writing skills.

Physical Abilities: Ability to stand continuously for 2 or more hours.

Other Qualifications: Attention to detail; ability to work under pressure; problem solving skills; organizational and time management skills; ability to handle crisis situations; record keeping skills.

Nationwide Job Outlook

Employment is expected to increase faster than the average for all occupations through the year 2005 as more hotels, motels, and other lodging establishments are built and as occupancy rates rise. In addition, job opportunities should be relatively good because turnover is very high. Each year thousands of workers transfer to other occupations that offer better pay and advancement opportunities, and many more leave work altogether to assume family responsibilities, return to school, or for other reasons. Opportunities for part-time work should continue to be plentiful since the front desk is usually staffed 24 hours a day. Employment of hotel and motel desk clerks is sensitive to cyclical swings in the economy. During recessions, vacation and business travel declines, so job seekers have a more difficult time.

Housekeeping Supervisors

Description

Housekeeping Supervisors supervise work activities of cleaning personnel to insure clean, orderly and attractive rooms in commercial establishments such as hotels, hospitals, and educational institutions. They assign duties, inspect work, investigate complaints regarding housekeeping service and equipment and take corrective action. They may purchase housekeeping supplies and equipment, and take periodic inventories. They may screen applicants, train new employees and recommend dismissals (OES 610080).

Training, Experience, and Other Requirements

Many recent hires have completed high school. Most employers report they sometimes require prior experience and will sometimes accept training as a substitute for experience. Promotions may lead to various other occupations within the industry. Almost all jobs are 40 hours per week. Some employers report that basic computer skills are important. Bilingual skills may also be important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$6.00 to \$9.00/hr	Median: \$7.00/hr
New Hires/Exp'd:	\$7.00 to \$11.00/hr	Median: \$8.00/hr
Exp'd/After 3 Years:	\$8.00 to \$12.25/hr	Median: \$9.35/hr

Almost all employers provide medical insurance. Most provide a paid vacation. Many also provide paid sick leave and dental insurance. Some provide a retirement plan.

Getting the Training

Employers generally provide the training for this occupation.

Getting the Job

Housekeeping Supervisors in Napa County are employed in hotels, motels, hospitals, and other large institutions. Most employers are non-union. Most employers fill openings through in-house promotion or transfer and/or by hiring referrals from employees. Many also recruit applicants through newspaper advertisements.

Key Terms

Almost All (>75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (<10%)

Employment Information

Occupation Size: Large. There are approximately 200 to 245 Housekeeping Supervisors currently employed in Napa County. About 27 percent in California are female; however, local surveys indicate that approximately three out of four in Napa County are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 5-10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 1999.

Projected Separations: 5-10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers report little difficulty finding applicants that meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Very Important Qualifications

Technical Skills: Supervisory skills; and the ability to plan and organize the work of others.

Basic Skills: Oral communication skills; ability to read and follow instructions; and ability to write legibly.

Other Qualifications: Ability to work independently; ability to pay attention to detail; customer service skills; willingness to work with close supervision; and understanding of a variety of cultures.

Nationwide Job Outlook

Employment of building janitors and cleaners and cleaning supervisors is expected to increase about as fast as the average for all occupations through the year 2005 as the number of office buildings, apartment houses, schools, factories, hospitals, and other buildings increases. Businesses providing janitorial and cleaning services on a contract basis are expected to be one of the fastest growing employers of janitors and cleaners and cleaning supervisors as firms try to reduce costs by hiring independent contractors. New technology is expected to have little effect on employment of janitors and cleaners. Robots now under development are limited to performing a single cleaning task and may not be usable in many places, particularly cluttered areas such as hotel and hospital rooms.

Human Service Workers

Also known as Counselors

Description

Human Service Workers assist Social Group Workers and Caseworkers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse and human relationships. They provide services to families and clients where the nature of the problem, or relationships involved, is less complex or serious by helping them obtain information on the use of social and community related services. They may also recommend additional services. Does not include Residential Counselors and Psychiatric Technicians (OES 273080).

Training, Experience, and Other Requirements

Most recent hires have completed some college courses. Some have completed 4 years of college. Most employers require prior experience. Promotions may lead to supervisory or management positions. Most jobs are 40 hours per week. Many jobs are part-time or on-call, 18-25 hours per week. Willingness to work nights and weekends may be important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$7.00 to \$8.00/hr	Median: \$8.00/hr
New Hires/Exp'd:	\$7.00 to \$14.25/hr	Median: \$9.04/hr
Exp'd/After 3 Years:	\$9.00 to \$16.25/hr	Median: \$10.62/hr

Most employers provide medical insurance and other benefits including paid sick leave, a paid vacation, and dental insurance. Many also provide vision insurance and life insurance. Some provide a retirement plan. Some employers provide benefits for part-time employees.

Getting the Training

Certificate and degree programs in Social and Human Services range in length from one to two years. On-the-job training may also be available.

Getting the Job

Human Service Workers in Napa County are employed by social service agencies and residential care facilities. Almost all employers recruit applicants through newspaper advertisements. Most also fill openings through in-house promotion or transfer. Many fill openings by hiring referrals from the Employment Development Department.

Key Terms

Almost All (>75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (<10%)

Employment Information

Occupation Size: Medium. There are approximately 110 to 135 Human Service Workers currently employed in Napa County. About 63 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 1999.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers.

Very Important Qualifications

Basic Skills: Ability to work as part of a team; verbal communication skills; writing skills; English grammar and spelling skills; ability to work independently.

Physical Abilities: Ability to pass a pre-employment medical exam.

Other Qualifications: Attention to detail; ability to handle crisis situations; problem solving skills; record keeping skills; possess good DMV driving record; trained in CPR and first aid techniques; organizational and time management skills; ability to work under pressure; multi-cultural familiarity.

Nationwide Job Outlook

Job opportunities are expected to be excellent for qualified applicants. The number of human services workers is projected to more than double between 1992 and 2005. This will put it among the most rapidly growing occupations. Also, the need to replace workers who retire or stop working for other reasons will create additional job opportunities. However, these jobs are not attractive to everyone because the work is emotionally draining and most offer relatively poor pay. Opportunities are expected to be best in job training programs, residential settings, and private social service agencies, which include such services as adult daycare and meal delivery programs. Demand for these services will expand with the growing number of older people, who are more likely to need services. In addition, human services workers will continue to be needed to provide services to the mentally impaired and developmentally disabled, those with substance abuse problems, and a wide variety of others.

Instructional Aides

Also known as Teacher's Aides

Description

Instructional Aides work under the direct supervision of classroom teachers to assist the teacher in instructional tasks, and activities involving games, sports, arts and crafts. They also do routine clerical tasks such as record keeping, maintaining classroom supplies, and operating office equipment. They may assist teachers with the instruction of mentally or physically handicapped pupils (OES 315211).

Training, Experience, and Other Requirements

Almost all recent hires have attended college. Many employers usually require prior experience. Most, however, will sometimes accept training as a substitute for experience. Promotions generally lead to teaching positions and require additional training. Most jobs are 15-30 hours per week. A few jobs are 40 hours per week.

Wages and Fringe Benefits

UNION

New Hires/Inexp'd:	\$7.00 to \$9.00/hr	Median: \$8.49/hr
New Hires/Exp'd:	\$8.50 to \$10.00/hr	Median: \$8.70/hr
Exp'd/After 3 Years:	\$9.50 to \$11.50/hr	Median: \$11.07/hr

NON-UNION

New Hires/Inexp'd:	\$5.00 to \$9.00/hr	Median: \$6.20/hr
New Hires/Exp'd:	\$6.50 to \$9.00/hr	Median: \$7.73/hr
Exp'd/After 3 Years:	\$6.50 to \$10.00/hr	Median: \$8.50/hr

Many employers provide medical insurance and other benefits, including paid sick leave, a paid vacation, and dental insurance. Some also provide vision insurance, life insurance, a retirement plan, and childcare benefits. Many employers provide benefits for part-time employees.

Getting the Training

Employers generally provide on-the-job training for this occupation.

Getting the Job

Instructional Aides in Napa County are employed by childcare services, preschools, and elementary/secondary schools. Some employers are union. However, almost all jobs are union. Most employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees.

Key Terms

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

Employment Information

Occupation Size: Very large. There are approximately 495 to 695 Instructional Aides currently employed in Napa County. Local surveys indicate that about 85 percent in the occupation are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 2001.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Very Important Qualifications

Physical: Ability to sit continuously for two or more hours. Ability to stand continuously for two or more hours.

Tasks: Distribute teaching materials to students, such as textbooks, workbooks, or paper and pencils. Operate learning aids, such as film and slide projectors and tape recorders. Activate audiovisual receiver and monitor classroom viewing of live or recorded courses transmitted by communication satellite. Maintain order within school and school grounds. Take class attendance and maintain class attendance records. Type material and operate duplicating equipment to reproduce instructional materials.

Source: O*NET 98 Database (early release)

Nationwide Job Outlook

Employment of teacher aides is expected to increase much faster than the average for all occupations through the year 2005. Including special education students in general education classrooms, restructuring of schools, emphasis on early education, and the rising number of students who speak English as a second language will spur rapid growth among teacher aides. Numerous job openings also will arise as workers transfer to other occupations, leave the labor force for family responsibilities, return to school, or leave for other reasons-characteristic of occupations that require limited formal education and offer relatively low pay. Projected rapid employment growth in special education will also spur strong demand for teacher aides. The number of special education programs is rising in response to Federal legislation which mandates appropriate education for all children with disabilities, and emphasizes placing disabled children into regular school settings. Children with special needs require much personal attention, and special education teachers, as well as general education teachers with special education students, rely heavily on teacher aides.

Insurance Policy Processing Clerks

Also known as Customer Service Representatives

Description

Insurance Policy Processing Clerks process applications for, changes to, reinstatements of, and cancellations of insurance policies. Their duties include reviewing insurance applications to insure that all questions have been answered, compiling data on changes of insurance policies, changing policy records to conform to insured party's specifications, compiling data on lapsed insurance policies to determine automatic reinstatement according to company policies, canceling insurance policies as requested by agents, and verifying the accuracy of insurance company records. Does not include Claims or Bank Clerks (OES 533140).

Training, Experience, and Other Requirements

Most recent hires have completed one to two years of college. Most employers do not require prior experience. A few jobs are filled by promoting from positions such as File Clerk. Promotions may lead to supervisory positions, or to occupations such as Claims Representative or Underwriter. Almost all jobs are 35-40 hours per week.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$6.00 to \$10.50/hr	Median: \$8.03/hr
New Hires/Exp'd:	\$8.25 to \$12.75/hr	Median: \$9.97/hr
Exp'd/After 3 Years:	\$10.00 to \$14.50/hr	Median: \$13.95/hr

Almost all employers provide medical insurance. Many also provide a paid vacation, paid sick leave, life insurance, and a retirement plan.

Getting the Training

Certificate programs range in length from six to twelve months. On-the-job training may also be available.

Getting the Job

Insurance Policy Processing Clerks are generally found in larger insurance companies/offices. Almost all employers fill openings by hiring referrals from employees. Most also fill openings through in-house promotion or transfer.

Key Terms

Almost All (>75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (<10%)

Employment Information

Occupation Size: Small. There are approximately 30 to 50 Insurance Policy Processing Clerks currently employed in Napa County. About 77 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: The growth rate is projected to be stable (no significant change) through the year 1999.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding inexperienced but qualified applicants and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience and a good outlook for those who are fully experienced.

Very Important Qualifications

Technical Skills: Telephone answering skills; alphabetic and numeric filing skills; ability to perform detailed clerical work; ability to write effectively; ability to interpret policy coverage; record keeping skills; understanding of insurance terminology; ability to complete and explain insurance forms.

Basic Skills: Ability to read and follow instructions; oral communication skills; ability to write legibly; basic math skills.

Other Qualifications: Ability to work independently; willingness to work with close supervision.

Nationwide Job Outlook

Employment of insurance processing clerks is expected to increase faster than the average as computerization increases their importance in providing customer service to the increasing number of policyholders. Within this group, employment of adjusters and claim clerks will increase more rapidly than employment of policy processing clerks because they have much more interpersonal contact, which cannot be automated. The number of job openings for workers in the insurance industry should not fluctuate greatly from year to year. This industry, particularly the health insurance component, is less sensitive to cyclical swings in the economy than most industries.

Janitors & Cleaners

Also known as Custodians and Maintenance Workers

Description

Janitors and Cleaners, except Maids and Housekeeping Cleaners, keep buildings in clean and orderly condition. They may perform heavy cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass, and removing rubbish. They may have additional duties and responsibilities, such as tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs and additions, and cleaning snow or debris from sidewalks (OES 670050).

Training, Experience, and Other Requirements

Almost all recent hires have completed high school. Most employers do not require prior experience. Some employers report that possession of a good DMV driving record is in short supply. Promotions may lead to supervisory positions or may take the form of self-employment. Most jobs are 40 hours per week. Some jobs are 20-25 hours per week. Willingness to work weekends, overtime, and on-call may be important. Willingness to participate in drug testing is also important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$6.00 to \$8.25/hr	Median: \$7.20/hr
New Hires/Exp'd:	\$6.25 to \$9.50/hr	Median: \$7.75/hr
Exp'd/After 3 Years:	\$7.00 to \$11.00/hr	Median: \$10.00/hr

Most employers provide medical insurance and other benefits, including dental insurance and a paid vacation. Many also provide vision insurance, paid sick leave, and a retirement plan. Some employers provide benefits for part-time employees.

Getting the Training

Employers generally provide on-the-job training for this occupation.

Getting the Job

Janitors and Cleaners in Napa County are employed by janitorial/maintenance companies, schools, and government agencies. Almost all employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees and/or the Employment Development Department.

Key Terms

Almost All (>75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (<10%)

Employment Information

Occupation Size: Very Large. There are approximately 715 to 875 Janitors and Cleaners currently employed in Napa County. About 26 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 20-25 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be the same as the average for all occupations through the year 1999.

Projected Separations: 15-20 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding inexperienced but qualified applicants and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience and a good outlook for those who are fully experienced.

Very Important Qualifications

Basic Skills: Ability to work as part of a team; ability to perform routine, repetitive work; ability to work independently; verbal communication skills; English grammar and spelling skills.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to lift at least 10 lbs; ability to pass a pre-employment medical exam; ability to do strenuous, physically demanding work.

Other Qualifications: Attention to detail; possess good DMV driving record; ability to work under pressure; organizational and time management skills; problem solving skills.

Nationwide Job Outlook

Employment of janitors is expected to increase about as fast as the average for all occupations through the year 2005 as the number of office buildings, apartment houses, schools, factories, hospitals, and other buildings increases. The need to replace workers who transfer to other occupations or leave the labor force will create most job openings. The occupation is easy to enter since there are few requirements for formal education and training, turnover is high, and part-time and temporary jobs are plentiful. New technology is expected to have little effect on employment of janitors and cleaners. Robots now under development are limited to performing a single cleaning task and may not be usable in many places, particularly cluttered areas such as hotel and hospital rooms.

Laboratory Technicians, Winery

Also known as Enologists (entry level)

Non-OES Occupational Outlook Survey

Description

Laboratory Technicians, Winery, conduct and analyze laboratory/quality control tests as prescribed by company procedures and, when applicable, ensure compliance with State and Federal regulations. This is the entry level position.

Training, Experience, and Other Requirements

Almost all recent hires have completed four years of college. Most employers report they usually require prior experience. Most also report they will sometimes accept training as a substitute for experience. Promotions may lead to Assistant Winemaker or supervisory positions. Most jobs are 40 hours per week. Some positions are seasonal. Almost all employers report that computer spreadsheet skills are important. Most also report computer word processing and database skills are important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$8.00 to \$14.00/hr	Median: \$10.50/hr
New Hires/Exp'd:	\$9.00 to \$18.00/hr	Median: \$12.00/hr
Exp'd/After 3 Years:	\$12.00 to \$25.00/hr	Median: \$14.38/hr

Almost all employers provide medical insurance, dental insurance, paid sick leave, paid vacation, and a retirement plan. Most also provide life insurance and vision insurance.

Getting the Training

Colleges and universities often offer degree programs in Chemistry and some may offer programs in Enology.

Getting the Job

Almost all employers are non-union. Almost all employers recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from employees. Many fill openings by hiring public school or program referrals.

Key Terms

Almost All (>75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (<10%)

Employment Information

Occupation Size: Large. There are approximately 140 to 325 Winery Lab Technicians currently employed in Napa County. About 45 percent in Napa County are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: Most survey respondents expect their employment for this occupation to remain stable over the next three years.

Projected Separations: Insufficient Data

Supply-Demand: Employers generally have some difficulty finding applicants that meet their hiring standards. This indicates a good outlook for qualified job seekers.

Very Important Qualifications

Technical Skills: Knowledge of Enology; ability to perform laboratory functions; ability to synthesize information; ability to analyze data and solve problems; ability to write effectively; record keeping skills; problem solving skills; and ability to supervise the work of others.

Physical Abilities: Ability to lift at least 20 lbs. repeatedly; good vision; good sense of taste and smell.

Basic Skills: Oral communication skills; ability to read and follow instructions; ability to write legibly; basic math skills; ability to follow oral instructions; and ability to think logically.

Other Qualifications: Interpersonal skills; ability to make decisions; ability to report events and/or outcomes; and ability to work independently.

Nationwide Job Outlook

Information Not Available

Licensed Vocational Nurses

Also known as LVNs and Charge Nurses

Description

Licensed Vocational Nurses care for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions (OES 325050).

Training, Experience, and Other Requirements

Licensing is required for this occupation; contact the State Board of Vocational Nursing for information. Almost all recent hires have completed one to two years of college or vocational training. Most employers require prior experience. With additional education, promotions may lead to Registered Nurse. Most jobs are 40 hours per week. Some jobs are part-time or on-call, 16-32 hours per week. Willingness to work weekends, nights, and overtime may be important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$11.50 to \$14.00/hr	Median: \$12.18/hr
New Hires/Exp'd:	\$11.50 to \$16.00/hr	Median: \$12.75/hr
Exp'd/After 3 Years:	\$12.00 to \$18.25/hr	Median: \$15.01/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation and paid sick leave. Most also provide a retirement plan. Many provide dental insurance. Some provide vision insurance and life insurance. Some employers provide benefits for part-time employees.

Getting the Training

Certificate programs range in length from one to two years.

Getting the Job

Licensed Vocational Nurses in Napa County are employed by hospitals and skilled nursing facilities. Almost all employers recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from employees. Many fill openings by hiring unsolicited applicants and/or through in-house promotion.

Key Terms

Almost All (>75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (<10%)

Employment Information

Occupation Size: Very Large. There are approximately 355 to 430 Licensed Vocational Nurses currently employed in Napa County. About 88 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 1999.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Very Important Qualifications

Basic Skills: English grammar and spelling skills; writing skills; verbal communication skills; ability to work as part of a team; ability to work independently; ability to perform basic mathematical calculations; ability to perform routine, repetitive work.

Physical Abilities: Ability to pass a pre-employment medical exam; ability to lift at least 50 lbs; ability to do strenuous, physically demanding work; ability to stand continuously for 2 or more hours.

Other Qualifications: Trained in CPR and first aid techniques; record keeping skills; organizational and time management skills; problem solving skills; ability to handle crisis situations; ability to work under pressure; multi-cultural familiarity; attention to detail; supervisory skills.

Nationwide Job Outlook

Employment is expected to increase faster than the average for all occupations through the year 2005, in response to the long-term care needs of a rapidly growing population of seniors and to the general growth of health care. Replacement needs will be the main source of job openings. Nursing homes will offer the most new jobs as the number of aged and disabled persons in need of long-term care rises rapidly. Very rapid growth is also expected in such residential care facilities as board and care homes, old age homes, and group homes for the mentally retarded, as well as in home health care services. Employment is projected to grow very rapidly in physicians' offices and clinics, including health maintenance organizations.

Lodging Managers

Description

Lodging Managers plan, organize, direct, control, or coordinate activities of an organization or department that provides lodging such as hotels, motels, or tourist courts (OES 150262).

Training, Experience, and Other Requirements

Most recent hires have completed college level course work. Most employers require prior experience. Most, however, will sometimes accept training as a substitute for experience. Promotions generally lead to higher level management or administrative positions. Most jobs are 40-45 hours per week. Most employers report that basic computer skills are important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.50 to \$13.00/hr	Median: \$7.75/hr
New Hires/Exp'd:	\$6.50 to \$14.50/hr	Median: \$9.50/hr
Exp'd/After 3 Years:	\$7.50 to \$19.25/hr	Median: \$11.75/hr

Most employers provide medical insurance and a paid vacation. Many also provide dental insurance.

Getting the Training

Employers provide some training for this occupation. Colleges and universities often offer degree programs in Business.

Getting the Job

Lodging Managers in Napa County are employed by hotels and motels. Few employers are union. Most employers recruit through newspaper advertisements and/or fill openings by hiring referrals from employees.

Key Terms

Almost All (>75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (<10%)

Employment Information

Occupation Size: Medium. There are approximately 80 to 95 Lodging Managers currently employed in Napa County. About 40 percent in California are female; however, local surveys indicate that about 60 percent in Napa County are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: Less than 5 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 1999.

Projected Separations: Less than 5 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers report some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers.

Very Important Qualifications

Technical Skills: Ability to manage an activity or department; ability to plan and organize the work of others; problem solving skills; business math skills; ability to write effectively; recordkeeping skills; ability to hire and assign personnel; and ability to maintain financial records.

Basic Skills: Oral communication skills; ability to read and follow instructions; and ability to write legibly.

Other Qualifications: Ability to work independently; public contact skills; ability to work under pressure; customer service skills; and willingness to work under close supervision.

Nationwide Job Outlook

Job opportunities are expected to be good for persons who have college degrees in hotel or restaurant management. Employment of salaried hotel managers is expected to increase faster than the average for all occupations through the year 2005. Business travel will continue to grow, and increased domestic and foreign tourism will also create demand for additional hotels and motels. However, manager jobs are not expected to grow as rapidly as in the past because an increasing share of the hotel industry will be comprised of economy properties, which generally have fewer managers than full-service hotels. In the face of financial constraints, guests are becoming more bargain-conscious, and hotel chains are increasing the number of rooms in economy class hotels. Economy hotels offer clean, comfortable rooms and front desk services without costly extras like restaurants and room service. Because there are not as many departments in each hotel, fewer managers are needed on the hotel premises.

Maids & Housekeeping Cleaners

Description

Maids and Housekeeping Cleaners perform any combination of tasks to maintain rooms in commercial establishments, such as hotels, restaurants and hospitals, in a clean and orderly condition. Their duties include making beds, replenishing linens, cleaning rooms and halls, and arranging furniture (OES 670020).

Training, Experience, and Other Requirements

Many recent hires have completed high school. Most employers do not require prior experience. Promotions may lead to supervisory or management positions. Almost all jobs are 40 hours per week. Some jobs are 10-30 hours per week. Willingness to work weekends and holidays may be important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$4.75 to \$7.00/hr	Median: \$5.50/hr
New Hires/Exp'd:	\$5.50 to \$7.00/hr	Median: \$5.50/hr
Exp'd/After 3 Years:	\$6.00 to \$8.50/hr	Median: \$7.50/hr

Most employers provide medical insurance and other benefits, including a paid vacation and dental insurance. Many also provide paid sick leave and life insurance. Some employers provide benefits for part-time employees.

Getting the Training

Employers generally provide on-the-job training for this occupation.

Getting the Job

Maids and Housekeeping Cleaners in Napa County are employed by hotels, motels, and bed & breakfast inns. Almost all employers fill openings by hiring referrals from employees. Most also recruit applicants through newspaper advertisements and/or fill openings by hiring unsolicited applicants.

Key Terms

Almost All (>75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (<10%)

Employment Information

Occupation Size: Very Large. There are approximately 560 to 680 Maids and Housekeeping Cleaners currently employed in Napa County. About 78 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: 35-45 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 1999.

Projected Separations: 5-10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have no difficulty finding applicants who meet their hiring standards. This indicates a very competitive outlook for qualified job seekers.

Very Important Qualifications

Physical Abilities: Ability to lift 50 lbs. repeatedly.

Basic Skills: Ability to read and follow instructions; ability to follow oral instructions.

Other Qualifications: Ability to work independently; willingness to work with close supervision.

Nationwide Job Outlook

Employment is expected to increase about as fast as the average for all occupations through the year 2005. The need to replace workers who transfer to other occupations or leave the labor force will create most job openings. The occupation is easy to enter since there are few requirements for formal education and training, turnover is high, and part-time and temporary jobs are plentiful. New technology is expected to have little effect on this occupation.

Maintenance Repairers, General Utility

Description

Maintenance Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work (OES 851320).

Training, Experience, and Other Requirements

Almost all recent hires have completed high school. Most employers require prior experience. A few jobs are filled by promoting from Helper or Apprentice positions. Promotions may lead to supervisory positions. Almost all jobs are 40 hours per week. Willingness to work nights, weekends, and holidays may be important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.50 to \$10.50/hr	Median: \$8.00/hr
New Hires/Exp'd:	\$7.50 to \$15.00/hr	Median: \$10.05/hr
Exp'd/After 3 Years:	\$8.75 to \$17.25/hr	Median: \$12.00/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, and dental insurance. Most also provide life insurance and a retirement plan. Many provide vision insurance.

Getting the Training

While most Building Maintenance Workers have traditionally acquired their skills through on-the-job training, courses in carpentry, plumbing, and electrical work are also helpful.

Getting the Job

Building Maintenance Workers in Napa County are employed by wineries, hotels and other lodging facilities, and schools. Almost all employers recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from employees.

Key Terms

Almost All (>75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (<10%)

Employment Information

Occupation Size: Very Large. There are approximately 600 to 730 Building Maintenance Workers currently employed in Napa County. About 5 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 25-30 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 1999.

Projected Separations: 10-15 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding inexperienced but qualified applicants and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience and a good outlook for those who are fully experienced.

Very Important Qualifications

Technical Skills: Ability to operate power hand tools; electrical repair skills; plumbing repair skills; carpentry repair skills; painting skills; ability to repair and install heating and air-conditioning equipment; record keeping skills; ability to read blueprints; ability to do cement work; problem solving skills; arc welding skills.

Physical Abilities: Ability to lift at least 50 lbs. repeatedly.

Basic Skills: Ability to read and follow instructions; ability to write legibly; oral communication skills; basic math skills.

Other Qualifications: Ability to work independently; willingness to work with close supervision; ability to provide own hand tools; interpersonal skills.

Nationwide Job Outlook

Employment growth is expected to be faster than the average for all occupations through the year 2005 and will occur as the number of office and apartment buildings, stores, schools, hospitals, hotels, and factories increases. Although the pace of construction of these facilities is expected to be slower than in the past, many opportunities arise because this is a large occupation with significant turnover, and many replacements are needed for those who leave the occupation. General maintenance mechanics who work in manufacturing industries may be laid off during recessions. Most in this occupation, however, work in relatively stable nonmanufacturing industries and are not usually subject to layoff.

Marketing, Advertising & Public Relations Managers

Also known as Account Executives and Account Managers

Description

Marketing, Advertising, and Public Relations Managers formulate marketing policies, direct sales activities, and plan, organize, and direct advertising and public relations activities for a department, an entire organization, or on an account basis (OES 130110).

Training, Experience, and Other Requirements

Almost all recent hires have completed four years of college, although a manager in a public relations firm will usually have different training and experience than a manager in an advertising firm. Most employers require prior experience. A few jobs are filled by promoting from clerical or support positions. Promotions may lead to higher level management positions. Almost all jobs are 40 hours (or more) per week.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$7.00 to \$10.75/hr	Median: \$8.84/hr
New Hires/Exp'd:	\$8.75 to \$14.25/hr	Median: \$11.39/hr
Exp'd/After 3 Years:	\$12.75 to \$21.75/hr	Median: \$15.93/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, and life insurance. Most also provide dental insurance. Some provide vision insurance.

Getting the Training

Colleges and universities often offer degree programs in marketing, advertising, and public relations.

Getting the Job

About half of the Marketing, Advertising and Public Relations Managers in Napa County are employed by wineries. The remainder of the employment is found in a wide variety of industries, generally with employers large enough to have a marketing, advertising, or public relations department. Most employers recruit applicants through newspaper advertisements and/or fill openings through in-house promotion or transfer.

Key Terms

Almost All (>75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (<10%)

Employment Information

Occupation Size: Large. There are approximately 290 to 350 Marketing, Advertising, and Public Relations Managers currently employed in Napa County. About 34 percent in California are female.

Annual Turnover: Estimated to be very high (40 percent or more).

Projected Growth: 15-20 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 1999.

Projected Separations: 5-10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers.

Very Important Qualifications

Technical Skills: Verbal presentation skills; ability to write effectively; ability to manage an activity or department; ability to apply marketing techniques; media advertising sales skills; ability to analyze and use market research; supervisory skills; telephone sales skills.

Basic Skills: Oral communication skills; ability to write legibly; basic math skills.

Other Qualifications: Ability to maintain good business relations; ability to maintain good customer relations; ability to manage multiple priorities; ability to work independently; ability to meet deadlines; ability to manage unexpected situations; ability to work under pressure; interpersonal skills; ability to work as part of a team; imagination and creativity; willingness to travel.

Nationwide Job Outlook

Employment is expected to increase faster than the average for all occupations through the year 2005. Increasingly, intense domestic and global competition in products and services offered to consumers should require greater marketing, promotional, and public relations efforts. Management and public relations firms may experience particularly rapid growth as businesses increasingly hire contractors for these services rather than support additional full-time staff. Many other job openings will occur each year as a result of managers moving into top management positions, transferring to other jobs, or leaving the labor force. College graduates with extensive experience, a high level of creativity, and strong communication skills should have the best job opportunities. Employment is expected to grow much faster than average in most business services industries, while average growth is projected in manufacturing industries overall.

Medical Assistants

Description

Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment room, inventory supplies and instruments, and set up patients for attention of physician, handing instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties (OES 660050).

Training, Experience, and Other Requirements

Almost all recent hires have completed high school plus some college or vocational training. Most employers do not require prior experience, although certification as a Medical Assistant is generally required. Promotions may lead to Office Manager or, with additional education, to other healthcare services occupations. Most jobs are 36-40 hours per week. Some jobs are 10-30 hours per week. Willingness to work on-call or part-time, and the willingness to work nights, weekends, and holidays may be important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$6.75 to \$11.00/hr	Median: \$8.00/hr
New Hires/Exp'd:	\$8.00 to \$13.50/hr	Median: \$9.00/hr
Exp'd/After 3 Years:	\$9.00 to \$15.50/hr	Median: \$11.50/hr

Most employers provide medical insurance. Almost all provide a paid vacation, paid sick leave, and a retirement plan. Some also provide dental insurance, vision insurance, and life insurance. Some employers provide benefits for part-time employees.

Getting the Training

Certificate and degree programs range in length from six months to two years.

Getting the Job

Medical Assistants in Napa County are employed in physician's offices and medical clinics. Almost all employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees. Many also hire referrals from public schools and training programs.

Key Terms

Almost All (>75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (<10%)

Employment Information

Occupation Size: Medium. There are approximately 95 to 115 Medical Assistants currently employed in Napa County. About 75 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 1999.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Very Important Qualifications

Technical Skills: Knowledge of medical terminology; ability to apply sterilization techniques; understanding of inventory techniques; telephone answering skills; possession of a medical assistant certificate; ability to write effectively.

Physical Abilities: Ability to stand continuously for 2 or more hours.

Basic Skills: Ability to read and follow instructions; ability to write legibly; oral communication skills; basic math skills.

Other Qualifications: Ability to work independently; ability to handle crisis situations; willingness to work with close supervision.

Nationwide Job Outlook

Employment of medical assistants is expected to increase much faster than the average for all occupations through the year 2005 as the health services industry expands. Employment growth will be driven by growth in the number of group and other health care practices that use support personnel. Medical assistants primarily work in outpatient settings, where fast growth is expected. Most job openings, however, will result from the need to replace experienced assistants who leave the occupation. In view of the high turnover as well as the preference of many physicians for trained personnel, job prospects should be excellent for medical assistants with formal training or experience, particularly those with certification.

Multimedia Design & Production Specialists

Non-OES Occupational Outlook Survey

Description

Multimedia design and production specialists use computers to create multimedia products which are then distributed on electronic media including television, kiosk, cd rom, the Internet and the world wide web, and print media. Products produced include design and development of online web sites, educational and promotional materials, and interactive multimedia products. Multimedia specialists use a variety of tools and techniques, including graphic design, video production, animation, text, desktop publishing, audio production and database software to create the product for media distribution.

Training, Experience, and Other Requirements

Most recent hires have completed at least 2 years of college. Most employers report they usually require prior experience and will sometimes accept training as a substitute for experience. Promotions may lead to supervisory positions. Many jobs are 40 hours per week. Willingness to work part-time, temporary, or on-call is important. Many employers report computer word processing, desktop publishing, and graphics skills are important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.00 to \$10.00/hr	Median: \$6.50/hr
New Hires/Exp'd:	\$7.00 to \$15.00/hr	Median: \$10.00/hr
Exp'd/After 3 Years:	\$10.00 to \$25.00/hr	Median: \$12.75/hr

Many employers provide medical insurance and paid vacation. Some also provide paid sick leave.

Getting the Training

Training can be varied but does require a sound background in computers and software.

Getting the Job

Multimedia Design and Production Specialists in Napa County are employed in a wide range of businesses utilizing multimedia technology in the production of goods and services. Freelance work is common. Few employers are union. Most employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees and/or private employment agencies.

Employment Information

Occupation Size: Small. About 50 percent in Napa County are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: About half of the survey respondents expect their employment in this occupation to grow over the next 3 years.

Projected Separations: Insufficient Data

Supply-Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Very Important Qualifications

Technical Skills: Understanding and a working knowledge of computer and electronic devices, software, and tools; understanding of basics of design; and creativity. Further technical skills vary according to the specific requirements of specialties within the multimedia industry.

Basic Skills: Organizational skills; ability to work as part of a team; ability to use the computer tools required to complete a given project; ability to quickly and accurately understand the goals and objectives of the project; ability to clearly communicate ideas; and ability to meet deadlines.

Other Qualifications: Willingness and ability to frequently seek employment on new projects; willingness and ability to join projects without much advanced notice; willingness and ability to continually update skills by learning new tools and techniques; passion for the work; sense of humor; patience; and an expertise in one or a few areas as well as a general understanding of as many areas as possible.

Nationwide Job Outlook

Information Not Available

Key Terms

Almost All (>75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (<10%)

Nurse Aides

Also known as CNAs (Certified Nursing Assistants)

Description

Nurse Aides work under the direction of nursing or medical staff to provide auxiliary services in the care of patients. They perform duties such as answering patients' call bells, serving and collecting food trays, and feeding patients. Nurse Aides may be called Assistants, Attendants, or Orderlies. Orderlies are primarily concerned with the care of male patients, setting up equipment, and relieving nurses of heavier work. Does not include Psychiatric Aides and Home Health Aides (OES 660080).

Training, Experience, and Other Requirements

Almost all recent hires have completed high school and some vocational training. Most employers do not require prior experience, but many require certification as a Nursing Assistant. With additional education or training, promotions may lead to other healthcare services occupations such as Licensed Vocational Nurse. Most jobs are 40 hours per week. Some jobs are 15-20 hours per week. Willingness to work weekends, on-call, part-time, and nights may be important. Willingness to participate in drug testing is also important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$6.00 to \$7.00/hr	Median: \$6.25/hr
New Hires/Exp'd:	\$6.25 to \$7.50/hr	Median: \$6.60/hr
Exp'd/After 3 Years:	\$6.75 to \$10.50/hr	Median: \$7.71/hr

Almost all employers provide medical insurance and a paid vacation. Most also provide paid sick leave. Many provide dental insurance and a retirement plan. Some provide vision insurance and life insurance. Few employers provide benefits for part-time employees.

Getting the Training

Certificate programs range in length from three to six months. On-the-job training may also be available.

Getting the Job

Nursing Assistants in Napa County are employed by skilled nursing facilities and hospitals. Almost all employers recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from employees. Many fill openings by hiring referrals from schools or training programs and/or through in-house promotion or transfer.

Key Terms

Almost All (>75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (<10%)

Employment Information

Occupation Size: Very Large. There are approximately 485 to 595 Nursing Assistants currently employed in Napa County. About 82 percent in California are female.

Annual Turnover: Estimated to be high (30-39 percent).

Projected Growth: 10-15 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 1999.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers.

Very Important Qualifications

Basic Skills: Ability to work as part of a team; ability to perform routine, repetitive work; verbal communication skills; ability to work independently; writing skills; English grammar and spelling skills.

Physical Abilities: Ability to pass a pre-employment medical exam; ability to do strenuous, physically demanding work; ability to lift at least 50 lbs.

Other Qualifications: Trained in CPR and first aid techniques; organizational and time management skills; attention to detail; problem solving skills; ability to handle crisis situations; ability to work under pressure; record keeping skills.

Nationwide Job Outlook

Job prospects should be very good through the year 2005. Employment of nursing aides is expected to increase much faster than the average for all occupations in response to an emphasis on rehabilitation and the long-term care needs of a rapidly growing population of those 75 years old and older. Employment will increase as a result of the expansion of nursing homes and other long-term care facilities for people with chronic illnesses and disabling conditions, many of whom are elderly. Employment will also increase due to modern medical technology which increases the need for the extended care provided by aides. As a result, nursing and personal care facilities are expected to grow very rapidly and to provide most of the new jobs for nursing aides. Employment also is expected to grow very rapidly in residential care facilities. Replacement needs will constitute the major source of openings for aides. Turnover is high, a reflection of modest entry requirements, low pay, and lack of advancement opportunities.

Packaging & Filling Machine Operators

Also known as Bottlers

Description

Packaging and Filling Machine Operators and Tenders operate or tend machines, such as filling machines, casing running machines, ham rolling machines, preservative filling machines, baling machines, wrapping machines, and stuffing machines, to prepare industrial or consumer products, such as gas cylinders, meat and other food products, tobacco, insulation, ammunition, stuffed toys and athletic equipment, and upholstered pads, as end products or for storage and shipment (OES 929740).

Training, Experience, and Other Requirements

Most recent hires have completed high school. Most employers do not require prior experience. Promotions may lead to cellar production or supervisory positions. Most jobs are 40 hours per week. Many jobs are part-time or seasonal.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$6.50 to \$11.75/hr	Median: \$7.63/hr
New Hires/Exp'd:	\$7.25 to \$12.00/hr	Median: \$10.12/hr
Exp'd/After 3 Years:	\$8.50 to \$15.00/hr	Median: \$12.08/hr

Most employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, dental insurance, and life insurance. Many also provide vision insurance. Some provide childcare benefits. Few employers provide benefits for part-time employees.

Getting the Training

Employers generally provide on-the-job training for this occupation.

Getting the Job

Packaging and Filling Machine Operators in Napa County are employed by wineries and beverage companies. Almost all employers fill openings by hiring referrals from employees. Most also recruit applicants through newspaper advertisements and/or fill openings by hiring unsolicited applicants.

Employment Information

Occupation Size: Large. There are approximately 270 to 330 Packaging and Filling Machine Operators currently employed in Napa County. About 59 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 1999.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Very Important Qualifications

Physical Abilities: Ability to lift at least 50 lbs. repeatedly; ability to use hands, arms, and fingers; good eye-hand coordination; good vision; manual dexterity.

Basic Skills: Ability to follow oral instructions; oral communication skills; ability to read and follow instructions; ability to write legibly.

Other Qualifications: Ability to perform routine, repetitive work; ability to work independently; willingness to work with close supervision; interpersonal skills; possession of mechanical aptitude.

Nationwide Job Outlook

Employment for packaging and filling machine operators and tenders is expected to decline overall during the 1992-2005 outlook period. (Additional Information Not Available.)

Key Terms

Almost All (>75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (<10%)

Painters & Paperhangers

Description

Painters paint walls, equipment, buildings, bridges, and other structural surfaces using brushes, rollers, and spray guns. They may mix colors or oils to obtain desired color or consistency. Paperhangers cover interior walls and ceilings of rooms with decorative wallpaper or fabric (OES 874020).

Training, Experience, and Other Requirements

Of the employers surveyed, all report that their recent hires have completed high school. Many employers sometimes require prior experience. Many, however, will sometimes accept training as a substitute for experience. Painters and Paperhangers generally begin as trainees or apprentices. Promotions may lead to supervisory or foreman level positions. Almost all jobs are 40 hours per week.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.00 to \$12.00/hr	Median: \$8.00/hr
New Hires/Exp'd:	\$8.00 to \$12.00/hr	Median: \$10.00/hr
Exp'd/After 3 Years:	\$15.00 to \$20.00/hr	Median: \$18.00/hr

Most of the employers surveyed report that they do not provide benefits.

Getting the Training

Employers generally provide on-the-job training for this occupation. Apprenticeship programs for commercial/industrial painting last approximately four years.

Getting the Job

Painters and Paperhangers in Napa County are employed by painting contractors. Most employers recruit applicants through word of mouth and/or fill openings by hiring referrals from employees.

Key Terms

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

Employment Information

Occupation Size: Medium. There are approximately 70 to 85 Painters and Paperhangers currently employed in Napa County. About 6 percent in California are female.

Annual Turnover: Estimated to be high (30-39 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 2001.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers.

Very Important Qualifications

Physical: Ability to stand continuously for two or more hours.

Tasks: Paint surfaces, using brushes, spray gun, or rollers. Apply paint to simulate wood grain, marble, brick, or stonework. Bake finish on painted and enameled articles in baking oven. Sand surfaces between coats and polish final coat to specified finish. Cut stencils, and brush and spray lettering and decorations on surfaces. Wash and treat surfaces with oil, turpentine, mildew remover, or other preparations. Smooth surfaces, using sandpaper, scrapers, brushes, steel wool, or sanding machine. Mix and match colors of paint, stain, or varnish. Spray or brush hot plastics or pitch onto surfaces. Fill cracks, holes, and joints with caulk putty, plaster, or other filler, using caulking gun or putty knife.

Source: O*NET 98 Database (early release)

Nationwide Job Outlook

Employment of painters and paperhangers is expected to increase about as fast as the average for all occupations through the year 2005 as the level of new construction increases and the stock of buildings and other structures that require maintenance and renovation grows. In addition to job openings created by rising demand for the services of these workers, many tens of thousands of jobs will become available each year as painters and paperhangers transfer to other occupations or leave the labor force. There are no strict training requirements for entry, so many people with limited skills work as painters or paperhangers for a short time and then move on to other types of work, creating many job openings. Many fewer openings will occur for paperhangers because the number of these jobs is comparatively small.

Paralegal Personnel

Also known as Legal Assistants

Description

Paralegal Personnel assist lawyers by doing research in the preparation of lawsuits and/or legal documents as a career professional, usually having either a four-year college degree or a degree from an institute specializing in the paralegal profession. They may gather research data for use as evidence to formulate defense or to initiate legal action (OES 283050).

Training, Experience, and Other Requirements

Most recent hires have completed four years of college. Most employers require prior experience. Most, however, will sometimes accept training as a substitute for experience. Few promotional opportunities are available. Most jobs are 35-40 hours per week. Almost all employers report that word processing skills are important. Many also report that spreadsheet skills are important. Some report that database skills and a knowledge of the Windows operating system is important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$9.25 to \$15.50/hr	Median: \$10.90/hr
New Hires/Exp'd:	\$10.00 to \$16.50/hr	Median: \$12.66/hr
Exp'd/After 3 Years:	\$12.00 to \$31.25/hr	Median: \$17.26/hr

Almost all employers provide medical insurance and a retirement plan. Of the employers surveyed, all report that they provide paid sick leave and a paid vacation. Many also provide dental insurance. Some provide life insurance and vision insurance.

Getting the Training

Certificate and degree programs range in length from one to two years.

Getting the Job

Paralegal Personnel in Napa County are employed by private law firms. Almost all employers recruit applicants through newspaper advertisements. Many also fill openings through in-house promotion or transfer. Some fill openings by hiring unsolicited applicants and/or referrals from employees.

Employment Information

Occupation Size: Small. There are approximately 30 to 40 Paralegals currently employed in Napa County. Local surveys indicate that about 95 percent in the occupation are female.

Annual Turnover: Estimated to be high (30-39 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be the same as the average for all occupations through the year 2001.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers.

Very Important Qualifications

Physical: Ability to sit continuously for two or more hours.

Tasks: Gather and analyze research data, such as statutes, decisions, and legal articles, codes, and documents. Prepare legal documents, including briefs, pleadings, appeals, wills, and contracts. Investigate facts and law of cases to determine causes of action and to prepare cases. Prepare affidavits or other documents, maintains document file, and files pleadings with court clerk.

Source: O*NET 98 Database (early release)

Nationwide Job Outlook

Employment of paralegals is expected to increase much faster than the average for all occupations through the year 2005. Job opportunities are expected to expand as more employers become aware that paralegals are able to do many legal tasks for lower salaries than lawyers. Both law firms and other employers with legal staffs should continue to emphasize hiring paralegals so that the cost, availability, and efficiency of legal services can be improved. New jobs created by rapid employment growth will create most of the job openings for paralegals in the future. Other job openings will arise as people leave the occupation. Although the number of job openings for paralegals is expected to increase significantly through the year 2005, so will the number of people pursuing this career. Thus, keen competition for jobs should continue as the growing number of graduates from paralegal education programs keeps pace with employment growth. Still, job prospects are expected to be favorable for persons with bachelor's degrees who graduate from well regarded paralegal training programs.

Key Terms

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

Personal & Home Care Aides

Description

Personal and Home Care Aides perform a variety of tasks at places of residence. Their duties include keeping house; advising families having problems with such things as nutrition, health, cleanliness, and household utilities. Does not include Nurses' Aides and Home Health Care Workers (OES 680350).

Training, Experience, and Other Requirements

Most recent hires have completed high school. Many employers sometimes require prior experience, but will usually accept training as a substitute. Promotions may lead to supervisory positions. Many jobs are 40 hours per week. Some jobs are 18-30 hours per week.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.00 to \$7.00/hr	Median: \$6.00/hr
New Hires/Exp'd:	\$5.75 to \$8.50/hr	Median: \$7.00/hr
Exp'd/After 3 Years:	\$6.50 to \$10.00/hr	Median: \$8.00/hr

Many employers provide medical insurance. Some also provide a paid vacation and paid sick leave. Some employers provide benefits for part-time employees.

Getting the Training

Employers generally provide on-the-job training for this occupation.

Getting the Job

Personal and Home Care Aides in Napa County are employed by residential care facilities. Most employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees. Some fill openings through word-of-mouth and/or in-house promotion or transfer.

Key Terms

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

Employment Information

Occupation Size: Medium. There are approximately 100 to 140 Personal and Home Care Aides currently employed in Napa County. Local surveys indicate that about 80 percent in the occupation are female.

Annual Turnover: Estimated to be high (30-39 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 2001.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers.

Very Important Qualifications

Physical: Ability to stand continuously for two or more hours.

Tasks: Advise and assist family members in planning nutritious meals, purchasing and preparing foods, and utilizing commodities from surplus food programs. Explain fundamental hygiene principles. Evaluate needs of individuals served and plan for continuing services.

Source: O*NET 98 Database (early release)

Nationwide Job Outlook

Job opportunities for people wishing to become private household workers are expected to be excellent through 2005, as the demand for these services continues to far outpace the supply of workers willing to provide them. For many years, demand for household help has outstripped the supply of workers willing to take domestic jobs. The imbalance is expected to persist—and possibly worsen—through the year 2005. Demand is expected to grow as more women join the labor force and need help running their households. Demand for companions and personal attendants is also expected to rise due to projected rapid growth in the elderly population. The supply situation is not likely to improve. Unattractiveness of the work, low status, low pay, lack of fringe benefits, and limited advancement potential deter many prospective household workers. Due to the limited supply of household workers, many employers have turned to domestic cleaning firms, child-care centers, and temporary help firms to meet their needs for household help. This trend is expected to continue. (See the statements on janitors and cleaners, preschool teachers and child-care workers, and homemaker-home health aides elsewhere in the Occupational Outlook Handbook.)

Pharmacy Technicians

Description

Pharmacy Technicians fill orders for unit doses and prepackaged pharmaceuticals and perform other related duties under the supervision and direction of a pharmacy supervisor or staff pharmacist. Their duties include keeping records of drugs delivered to the pharmacy, storing incoming merchandise in proper locations, and informing the supervisor of stock needs and shortages. They may clean equipment used in the performance of duties and assist in the care and maintenance of equipment and supplies (OES 325181).

Training, Experience, and Other Requirements

Licensing is required for this occupation; contact the State Board of Pharmacy for information. Most recent hires have completed high school. Some have attended college. Most employers require prior experience. Most, however, will sometimes accept training as a substitute for experience. Few promotional opportunities are available. Most jobs are 40 hours per week. Some employers report that word processing and database skills are important.

Wages and Fringe Benefits

NON-UNION

New Hires/Inexp'd:	\$7.50 to \$9.00/hr	Median: \$7.75/hr
New Hires/Exp'd:	\$8.00 to \$12.00/hr	Median: \$9.50/hr
Exp'd/After 3 Years:	\$10.00 to \$15.00/hr	Median: \$12.00/hr

UNION

New Hires/Inexp'd:	\$8.50 to \$10.00/hr	Median: \$9.25/hr
New Hires/Exp'd:	\$9.00 to \$10.00/hr	Median: \$9.50/hr
Exp'd/After 3 Years:	\$12.00 to \$14.00/hr	Median: \$13.00/hr

Most employers provide medical insurance. Of the employers surveyed, all report that they provide a paid vacation. Many also provide paid sick leave, dental insurance and vision insurance. Many employers provide benefits for part-time employees.

Getting the Training

Certificate programs range in length from eight to twelve months. On-the-job training may also be available.

Getting the Job

Pharmacy Technicians in Napa County are employed in drug stores and hospital pharmacies. Some employers are union. Many employers fill openings through in-house promotion or transfer. Some fill openings by hiring referrals from employees, schools, or the Employment Development Department and/or recruit applicants through newspaper advertisements or word of mouth.

Employment Information

Occupation Size: Medium. There are approximately 65 to 80 Pharmacy Technicians currently employed in Napa County. Local surveys indicate that about 90 percent in the occupation are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 2001.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers.

Very Important Qualifications

Tasks: Assist pharmacist to prepare and dispense medication. Mix pharmaceutical preparations, fill bottles with prescribed tablets and capsules, and type labels for bottles. Process records of medication and equipment dispensed to hospital patient, compute charges, and enter data in computer. Receive and store incoming supplies. Count stock and enter data in computer to maintain inventory records. Prepare intravenous (IV) packs, using sterile technique, under supervision of hospital pharmacist.

Source: O*NET 98 Database (early release)

Nationwide Job Outlook

Employment of pharmacy technicians is expected to increase faster than the average for all occupations through the year 2005.

Key Terms

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

Physical Therapy Aides

Description

Physical Therapy Aides prepare patients and treatment area for physical therapy treatments and assist Physical Therapists with treatments such as gait training, hydrotherapy, and exercise programs. They transport patients to and from treatment area and assemble and maintain equipment and supplies. They may perform routine clerical and related tasks. They work under continuous on-site supervision of a licensed/registered Physical Therapist (OES 660172).

Training, Experience, and Other Requirements

Most recent hires have completed high school. Some have attended college. Many employers report they sometimes require prior experience. Most also report they will usually accept training as a substitute for experience. Promotions may lead to other health care occupations or, with additional training, to Physical Therapist Assistant. Many jobs are 40 hours per week. Willingness to work part-time, on-call, or temporary is important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.75 to \$11.00/hr	Median: \$8.00/hr
New Hires/Exp'd:	\$7.00 to \$12.00/hr	Median: \$9.00/hr
Exp'd/After 3 Years:	\$11.00 to \$15.00/hr	Median: \$12.00/hr

Most employers provide medical insurance, paid vacation, dental insurance, vision insurance, paid sick leave, and a retirement plan.

Getting the Training

Employers often provide on-the-job training for this occupation. Some employers prefer to hire individuals who have completed some college or vocational training in physical therapy.

Getting the Job

Physical Therapy Aides in Napa County are employed in the offices and clinics of physical therapists, medical doctors, and chiropractors, and in hospitals. Some employers are union. Many employers fill openings by hiring referrals from employees and/or through in-house promotion or transfer.

Key Terms

Almost All (>75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (<10%)

Employment Information

Occupation Size: Small. There are approximately 25 to 40 Physical Therapy Aides currently employed in Napa County. About 75 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: Less than 5 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 1999.

Projected Separations: Less than 5 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding applicants that meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Very Important Qualifications

Technical Skills: Ability to detect complications in patients; knowledge of anatomy; ability to write effectively; and ability to apply transferring techniques moving patients.

Physical Abilities: Good physical condition; ability to stand continuously for two or more hours; manual dexterity; and ability to pass a pre-employment medical examination.

Basic Skills: Oral communication skills; ability to read and follow instructions; and ability to write legibly.

Other Qualifications: Willingness to work with close supervision; high standards of personal cleanliness; and ability to work independently.

Nationwide Job Outlook

Employment of Physical Therapy Aides is expected to increase much faster than the average for all occupations through the year 2005.

Physical Therapy Assistants

Also known as P.T. or Physical Therapist Assistants

Description

Physical Therapy Assistants administer and assist with physical therapy treatments as planned and directed by a Physical Therapist. They administer treatments such as exercise, gait training, massage, whirlpool, and hot packs. They instruct, motivate, and assist patients with learning and improving functional activities. They may record patient treatments and maintain patient records (OES 660171).

Training, Experience, and Other Requirements

This occupation requires licensing; contact the Physical Therapy Examining Committee for information. Almost all recent hires have completed two years of college or vocational training. Most employers report they sometimes require prior experience. Many report they will usually accept training as a substitute for experience. With additional education and training, promotions may lead to Physical Therapist. Most jobs are 40 hours per week. Willingness to work part-time, temporary, or on-call may be important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$10.00 to \$18.00/hr	Median: \$11.00/hr
New Hires/Exp'd:	\$12.00 to \$20.00/hr	Median: \$12.00/hr
Exp'd/After 3 Years:	\$15.00 to \$25.00/hr	Median: \$15.34/hr

Many employers provide medical insurance, paid vacation, paid sick leave, and a retirement plan.

Getting the Training

Certificate and degree programs take approximately 2 years to complete. Contact the Physical Therapy Examining Committee for the names of approved schools.

Getting the Job

Physical Therapy Assistants in Napa County are employed in hospitals, the offices and clinics of physical therapists, medical doctors, and chiropractors. Few employers are union. Many employers recruit applicants through professional publications, newspaper advertisements, and/or fill openings by hiring referrals from employees.

Key Terms

Almost All (>75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (<10%)

Employment Information

Occupation Size: Small. There are approximately 10 to 15 Physical Therapy Assistants currently employed in Napa County. About 75 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: Less than 5 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 1999.

Projected Separations: Less than 5 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers report they have some difficulty finding inexperienced but qualified applicants and little difficulty finding qualified applicants with prior experience. This indicates a good outlook for job seekers without prior experience and a somewhat competitive outlook for job seekers who are fully experienced.

Very Important Qualifications

Technical Skills: Ability to detect complications in patients; ability to maintain progress notes and treatment summaries; knowledge of anatomy; ability to apply transferring techniques moving patients; knowledge of orthopedic care; knowledge of physiology; ability to write effectively; knowledge of neurology; knowledge of geriatrics; knowledge of sports medicine; ability to take vital signs; and understanding of cardio-pulmonary diseases.

Physical Abilities: Ability to stand continuously for 2 or more hours; possession of emotional stability; good physical condition; ability to lift at least 50 lbs. repeatedly; ability to pass a pre-employment physical examination; and manual dexterity.

Basic Skills: Oral communication skills; ability to read and follow instructions; and ability to write legibly.

Other Qualifications: High standards of personal cleanliness; ability to work independently; ability to motivate others; and willingness to work with close supervision.

Nationwide Job Outlook

Employment of Physical Therapy Aides is expected to increase much faster than the average for all occupations through the year 2005.

Plumbers, Pipefitters & Steamfitters

Description

Plumbers, Pipefitters, and Steamfitters assemble, install, alter and repair pipe systems (metal, plastic, ceramic, composition, etc.) that carry water, steam, air, or other liquids or gases. Does not include plumbers and pipefitters who primarily install and repair heating, air conditioning, and refrigeration systems (OES 875020).

Training, Experience, and Other Requirements

Most recent hires have completed high school and apprenticeship or vocational training. Most employers report they always require prior experience. Most also report they will sometimes accept training as a substitute for experience. Promotions may lead to supervisory positions. Most jobs are 40 hours per week.

Wages and Fringe Benefits

NON-UNION:

New Hires/Inexp'd:	\$10.00 to \$10.00/hr	Median: \$10.00/hr
New Hires/Exp'd:	\$12.00 to \$16.00/hr	Median: \$14.28/hr
Exp'd/After 3 Years:	\$12.50 to \$20.00/hr	Median: \$17.95/hr

UNION:

New Hires/Inexp'd:	\$10.00 to \$11.99/hr	Median: \$10.29/hr
New Hires/Exp'd:	\$12.47 to \$18.00/hr	Median: \$16.67/hr
Exp'd/After 3 Years:	\$13.43 to \$22.75/hr	Median: \$17.22/hr

Almost all employers provide medical insurance and paid vacations. Most also provide a retirement plan, dental insurance, life insurance, and paid sick leave.

Getting the Training

Apprenticeship programs are typically 5 years in length. Contact the Joint Apprenticeship for Plumbing for more information.

Getting the Job

Plumbers in Napa County are employed by plumbing contractors and government agencies. Most employers are union. Almost all employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from the Employment Development Department.

Key Terms

Almost All (>75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (<10%)

Employment Information

Occupation Size: Medium. There are approximately 105 to 130 Plumbers currently employed in Napa County. About 2 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: Less than 5 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be the same as the average for all occupations through the year 1999.

Projected Separations: Less than 5 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Very Important Qualifications

Technical Skills: Ability to use hand tools; problem solving skills; ability to read blueprints; pipefitting skills; possession of a valid driver's license; ability to administer emergency first aid; and soldering skills.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to work in awkward positions; ability to work in cramped/confined spaces; and ability to lift at least 60 lbs. repeatedly.

Basic Skills: Ability to read and follow instructions; basic math skills; oral communication skills; and ability to write legibly.

Other Qualifications: Ability to work independently; willingness to work with close supervision; ability to make decisions; interpersonal skills; possession of a good DMV driving record; and customer service skills.

Nationwide Job Outlook

Employment of plumbers and pipefitters is expected to increase more slowly than the average for all occupations through the year 2005. Construction activity-residential, industrial, and commercial-is expected to grow significantly over the next decade. Building renovation, including the increasing installation of sprinkler systems; maintenance of powerplants, water and wastewater treatment plants, pipelines, office buildings, factories, and other projects that have large pipe systems; and maintenance of existing residential systems are expected to spur the demand for these workers. However, the growing use of plastic pipe and fittings which are much easier to use, more efficient sprinkler systems, and other technologies will mean that employment will not grow as fast as it has in past years. Most job openings will occur due to the need to replace workers who leave the occupation.

Psychiatric Technicians

Description

Psychiatric Technicians provide nursing care to mentally ill, emotionally disturbed, or mentally retarded patients and participate in rehabilitation and treatment programs. They help with personal hygiene, and administer oral medications and hypodermic injections, following physician's prescriptions and hospital procedures. They monitor patients' physical and emotional well-being and report to medical staff (OES 329310).

Training, Experience, and Other Requirements

Licensing is required for this occupation; contact the State Board of Vocational Nurse and Psychiatric Technician Examiners for information. Almost all recent hires have completed one to two years of college. Most employers require prior experience. Promotions may lead to supervisory positions. Almost all jobs are 40 hours per week. Some jobs are part-time or on-call, 26-30 hours per week. Willingness to work overtime and weekends may be important.

Wages and Fringe Benefits

Psychiatric Technicians generally earn between \$12.25 and \$15.75/hr., depending on the employer and the worker's experience.

Almost all employers provide medical insurance and other benefits, including dental insurance, vision insurance, paid sick leave, and a paid vacation. Most also provide life insurance and a retirement plan. Most employers provide benefits for part-time employees.

Getting the Training

Certificate and degree programs range in length from one to two years.

Getting the Job

Psychiatric Technicians in Napa County are employed by psychiatric hospitals. Almost all employers fill openings by hiring referrals from employees. Most also recruit applicants through newspaper advertisements.

Employment Information

Occupation Size: Very Large. There are approximately 820 to 1,050 Psychiatric Technicians currently employed in Napa County. About 88 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: The growth rate is projected to be the same as the average for all occupations through the year 1999.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers.

Very Important Qualifications

Basic Skills: English grammar and spelling skills; writing skills; verbal communication skills; ability to work as part of a team.

Physical Abilities: Ability to pass a pre-employment medical exam; ability to lift at least 50 lbs.

Other Qualifications: Ability to handle crisis situations; ability to work under pressure; organizational and time management skills; problem solving skills.

Nationwide Job Outlook

Employment of psychiatric aides is expected to increase faster than the average for all occupations. Employment will rise in response to the sharp increase in the number of older persons-many of whom will require mental health services. Employment of aides in private psychiatric facilities and community mental health centers is likely to grow because of increasing public acceptance of formal treatment for drug abuse and alcoholism, and a lessening of the stigma attached to those receiving mental health care. While employment in private psychiatric facilities may grow, employment in public mental hospitals is likely to be stagnant due to constraints on public spending.

Key Terms

Almost All (>75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (<10%)

Receptionists & Information Clerks

Description

Receptionists and Information Clerks answer inquiries and obtain information for the general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices, or persons within the firm, departments within the store, or services within the hotel. They may perform a variety of other clerical duties. Does not include Receptionists who primarily operate switchboards (OES 553050).

Training, Experience, and Other Requirements

Almost all recent hires have completed high school plus some college or vocational training. Many recent hires have completed high school only. Most employers require prior experience. Some employers report that adequate English grammar and spelling skills are in short supply. Promotions may lead to supervisory or other clerical positions. Most jobs are 40 hours per week. Some jobs are 15-20 hours per week.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.50 to \$10.00/hr	Median: \$7.50/hr
New Hires/Exp'd:	\$6.50 to \$11.00/hr	Median: \$8.50/hr
Exp'd/After 3 Years:	\$7.50 to \$14.00/hr	Median: \$10.66/hr

Almost all employers provide medical insurance and a paid vacation. Most also provide paid sick leave. Many provide a retirement plan and dental insurance. Some provide vision insurance, life insurance, and childcare benefits. Some employers provide benefits for part-time employees.

Getting the Training

Certificate programs range in length from six to twelve months, although employers often provide on-the-job training.

Getting the Job

Receptionists and Information Clerks in Napa County are employed by a wide variety of industries, with about 30-40 percent employed in health care services. Almost all employers recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from employees.

Key Terms

Almost All (>75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (<10%)

Employment Information

Occupation Size: Very Large. There are approximately 435 to 530 Receptionists and Information Clerks currently employed in Napa County. About 95 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: 10-15 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 1999.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Very Important Qualifications

Basic Skills: Verbal communication skills; ability to work as part of a team; English grammar and spelling skills; ability to work independently; writing skills; ability to perform routine, repetitive work; ability to perform basic mathematical calculations.

Physical Abilities: Ability to sit continuously for 2 or more hours.

Other Qualifications: Attention to detail; ability to handle crisis situations; problem solving skills; organizational and time management skills; ability to work under pressure; record keeping skills.

Nationwide Job Outlook

Overall employment of information clerks is expected to increase faster than the average for all occupations through the year 2005. In addition to the many openings that will occur as businesses and organizations expand, numerous jobs for information clerks will result from the need to replace experienced workers who transfer to other occupations or leave the labor force. Replacement needs will create large numbers of job openings, reflecting relatively high turnover. This work is well suited to flexible work schedules, and many opportunities for part-time work will continue to be available.

Registered Nurses

Description

Registered Nurses administer nursing care to ill or injured persons. This includes administrative, public health, industrial, private duty, and surgical nurses. Does not include Nursing Instructors and Teachers. Licensing or registration is required (OES 325020).

Training, Experience, and Other Requirements

Licensing is required for this occupation; contact the State Board of Registered Nursing for information. Almost all recent hires have completed two years of college and some have Bachelor's degrees. Most employers report they usually require previous experience. Almost all report they will sometimes accept training as a substitute for experience. Promotions may lead to supervisory positions. Most jobs are 40 hours per week. Some jobs are 20 hours per week. Willingness to work on-call, on a temporary basis, or nights, weekends and holidays is important. Many employers report computer skills are important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$12.00/hr to \$20.00/hr	Median \$15.50/hr
New Hires/Exp'd:	\$12.00/hr to \$21.00/hr	Median: \$16.75/hr
Exp'd/After 3 Years:	\$14.00/hr to \$27.00/hr	Median: \$19.00/hr

Almost all employers provide paid vacations, medical insurance, and paid sick leave. Most also provide dental insurance and a retirement plan. Some employers provide benefits for part-time employees.

Getting the Training

Colleges and universities often offer Associate or Bachelor degrees in Nursing.

Getting the Job

Registered Nurses in Napa County are employed in hospitals. Few employers are union. Most employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees.

Key Terms

Almost All (>75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (<10%)

Employment Information

Occupation Size: Very Large. There are approximately 1,300 to 1,585 Registered Nurses in Napa County. About 93 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29%).

Projected Growth: 30 to 35 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 1999.

Projected Separations: 15 to 20 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers.

Very Important Qualifications

Technical Skills: Knowledge of medical terminology; ability to administer injections; ability to analyze data and solve problems; understanding of asepsis; ability to apply transferring techniques to patients; ability to provide personal services to patients; ability to write effectively; ability to take vital signs; possession of an injection IV certificate; ability to synthesize information; telemetry skills; ability to assist with examinations; intensive care treatment skills; record keeping skills; ability to plan and organize the work of others; and ability to follow medical records control procedures.

Physical Abilities: Ability to lift and move patients; ability to stand continuously for 2 or more hours; and ability to lift at least 50 lbs. repeatedly.

Basic Skills: Ability to read and follow instructions; oral communication skills; ability to write legibly; ability to follow oral instructions; and basic math skills.

Other Qualifications: Ability to make decisions; ability to work under pressure; ability to work independently; ability to handle crisis situations; creativity; public contact skills; ability to interact well with others; willingness to work with close supervision; understanding of a variety of cultures; and leadership skills.

Nationwide Job Outlook

Job prospects in nursing are good. Although employers in some parts of the country reported shortages of R.N.'s in the past, large wage increases have attracted more people to nursing and dampened demand. However, R.N. recruitment has long been a problem in rural areas, in some big city hospitals, and in specialty areas including intensive care, rehabilitation, geriatrics, and long-term care. Employment of registered nurses is expected to increase much faster than the average for all occupations through the year 2005.

Sales Representatives, Except Scientific Products

Description

Sales Representatives, Except Scientific and Related Products, sell goods and services for wholesalers or manufacturers to businesses or groups of individuals. This work requires a substantial knowledge of the items sold. Sales representatives solicit orders from established clients or secure new customers (OES 490080).

Training, Experience, and Other Requirements

Almost all recent hires have completed one to four years of college. Most employers require prior experience. Promotions may lead to supervisory or management positions. Almost all jobs are 40 hours per week. Willingness to work weekends and nights may be important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$7.00 to \$10.75/hr	Median: \$9.00/hr
New Hires/Exp'd:	\$8.50 to \$19.25/hr	Median: \$11.51/hr
Exp'd/After 3 Years:	\$9.75 to \$23.25/hr	Median: \$14.88/hr

Almost all employers provide medical insurance and other benefits, including paid sick leave, a paid vacation, and dental insurance. Most also provide vision insurance. Many provide life insurance and a retirement plan. Some provide childcare benefits.

Getting the Training

Certificate and degree programs in business, marketing, and sales range in length from two months to four years. On-the-job training may also be available.

Getting the Job

Sales Representatives in Napa County are employed in the wine industry and by a variety of manufacturers and wholesalers. Most employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees. Some fill openings through in-house promotion or transfer.

Key Terms

Almost All (> 75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (< 10%)

Employment Information

Occupation Size: Very Large. There are approximately 590 to 725 Sales Representatives currently employed in Napa County. About 28 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 30-40 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 1999.

Projected Separations: 10-15 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Very Important Qualifications

Basic Skills: English grammar and spelling skills; ability to work independently; verbal communication skills; ability to work as part of a team; ability to perform basic mathematical calculations; writing skills.

Other Qualifications: Organizational and time management skills; ability to work under pressure; record keeping skills; attention to detail; problem solving skills; ability to handle crisis situations.

Nationwide Job Outlook

Employment of manufacturers' and wholesale sales representatives is expected to increase more slowly than the average for all occupations through the year 2005 due to technological advances and changing business practices. Despite some growth in demand for sales representatives, most job openings will result from the need to replace workers who transfer to other occupations or leave the labor force. In addition to technological innovations such as electronic data interchange (EDI) that may adversely affect employment demand, some of the largest companies are using their market power to negotiate directly with suppliers, bypassing sales representatives entirely. Those interested in this occupation should keep in mind that direct selling opportunities in manufacturing are likely to be best for products with strong demand, such as consumer products or computers and related supplies and equipment. Jobs will be most plentiful in small wholesale firms as a growing number of these companies will rely on sales agents to market their products as a way to control their costs and expand their customer base.

Salespersons, Retail

Also known as Sales Associates and Clerks

Description

Retail Salespersons sell a variety of merchandise to the public. They assist the customer in making selections, obtain or receive the merchandise, total the bill, receive the payment in cash or by check or credit card, operate a cash register, and make change for the customer. They may stock shelves and set up advertising displays. Does not include workers who work primarily as Cashiers (OES 490112).

Training, Experience, and Other Requirements

Almost all recent hires have completed high school. Most employers do not require prior experience. Promotions may lead to supervisory or management positions. Computer skills are becoming increasingly important. Many jobs are 20-30 hours per week. Some jobs are 40 hours per week. Willingness to work on-call or part-time, and the willingness to work evenings and weekends may be important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$4.75 to \$8.00/hr	Median: \$6.75/hr
New Hires/Exp'd:	\$5.25 to \$10.25/hr	Median: \$7.00/hr
Exp'd/After 3 Years:	\$6.00 to \$11.50/hr	Median: \$9.50/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, and dental insurance. Most also provide paid sick leave, a retirement plan, vision insurance, and life insurance. Some employers provide benefits for part-time employees.

Getting the Training

Employers generally provide on-the-job training for this occupation.

Getting the Job

Retail Salespersons in Napa County are employed by a wide variety of retailers and specialty shops. Most employers use a variety of methods to recruit applicants and/or fill openings: newspaper advertisements, referrals from employees, in-house promotion, and unsolicited applicants.

Key Terms

Almost All (>75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (<10%)

Employment Information

Occupation Size: Very Large. There are approximately 1,650 to 2,015 Retail Salespersons currently employed in Napa County. About 61 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 80-100 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 1999.

Projected Separations: 60-70 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Very Important Qualifications

Technical Skills: Ability to make change; ability to operate a cash register; ability to apply sales techniques; understanding of inventory techniques; ability to write effectively.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to lift at least 50 lbs. repeatedly.

Basic Skills: Ability to read and follow instructions; oral communication skills; ability to write legibly; basic math skills.

Other Qualifications: Good grooming skills; customer service skills; willingness to work with close supervision; ability to work independently.

Nationwide Job Outlook

Employment is expected to increase about as fast as the average for all workers through the year 2005 due to anticipated growth in retail sales. In addition, numerous job openings will be created as sales workers transfer to other occupations or leave the labor force. Replacement needs will generate an exceptionally large number of sales jobs because the occupation is large and turnover is much higher than average. There will continue to be many opportunities for part-time workers, and demand will be strong for temporary workers during peak selling periods such as the Christmas season. During recessions, sales volume and the resulting demand for sales workers generally decline as purchases of costly items such as cars, appliances, and furniture tend to be postponed.

Secretaries, General

Also known as Administrative Assistants

Description

Secretaries relieve officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filing correspondence and other records. They may perform various other assigned clerical duties. Does not include Medical and Legal Secretaries (OES 551080).

Training, Experience, and Other Requirements

Almost all recent hires have completed high school plus some vocational training. Many have completed some college or vocational training. Most employers require prior experience. A few jobs are filled by promoting from other clerical positions. Secretarial job descriptions can range from entry-level clerical duties to office management and personnel responsibilities. Some employers report that adequate English grammar and spelling skills are in short supply. Promotions may lead to supervisory positions or to a wide variety of other occupations, depending on the industry and the size of the employer. Most jobs are 40 hours per week. Some jobs are 20-30 hours per week.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$6.00 to \$9.00/hr	Median: \$8.00/hr
New Hires/Exp'd:	\$7.50 to \$11.00/hr	Median: \$8.89/hr
Exp'd/After 3 Years:	\$9.50 to \$15.00/hr	Median: \$11.00/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, dental insurance, and a retirement plan. Most also provide life insurance and vision insurance. Some provide childcare benefits. Few employers provide benefits for part-time employees.

Getting the Training

Certificate and degree programs range in length from one to two years. Some on-the-job training may also be available.

Getting the Job

Secretaries in Napa County are employed in a wide variety of industries with about half employed in the services sector. Almost all employers recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from employees. Many fill openings through in-house promotion or transfer and/or hire referrals from private employment agencies.

Employment Information

Occupation Size: Very Large. There are approximately 955 to 1,165 Secretaries currently employed in Napa County. About 98 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 20-25 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be the same as the average for all occupations through the year 1999.

Projected Separations: 20-25 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have no difficulty finding inexperienced but qualified applicants and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications

Basic Skills: Verbal communication skills; ability to work as part of a team; ability to work independently; ability to perform routine, repetitive work; English grammar and spelling skills; writing skills; ability to perform basic mathematical calculations.

Other Qualifications: Attention to detail; organizational and time management skills; record keeping skills; ability to work under pressure; problem solving skills; ability to handle crisis situations.

Nationwide Job Outlook

Employment of secretaries is expected to increase more slowly than the average for all occupations through the year 2005. Nevertheless, employment opportunities should be quite plentiful, especially for well-qualified and experienced secretaries, who, according to many employers, are in short supply. The very large size of the occupation, coupled with moderate turnover, generates several hundred thousand secretarial positions each year as experienced workers transfer to other occupations or leave the labor force. Also, demand for secretaries will rise as the economy grows and as more workers are employed in offices. The trend toward secretaries assuming more responsibilities traditionally reserved for managers and professionals should also stimulate demand. Nevertheless, large firms are experimenting with different methods of staffing their administrative support operations. In some cases, traditional secretarial duties are assigned to workers in other units or departments.

Key Terms

Almost All (> 75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (< 10%)

Secretaries, Legal

Description

Legal Secretaries prepare legal papers and correspondence of a legal nature, such as summonses, complaints, motions, and subpoenas. They must be familiar with legal terminology, procedures and documents, as well as legal research, and may review law journals and other legal publications to identify court decisions pertinent to pending cases and submit articles to company officials (OES 551020).

Training, Experience, and Other Requirements

Almost all recent hires have completed one to two years of college or vocational training. Most employers require prior experience. Promotions may lead to supervisory or Paralegal positions. Almost all jobs are 38-45 hours per week. Some jobs are 12-24 hours per week.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$7.00 to \$11.75/hr	Median: \$9.00/hr
New Hires/Exp'd:	\$8.75 to \$14.50/hr	Median: \$11.92/hr
Exp'd/After 3 Years:	\$11.75 to \$18.25/hr	Median: \$13.57/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation and paid sick leave. Some also provide dental insurance, a retirement plan, and life insurance. Few employers provide benefits for part-time employees.

Getting the Training

Certificate and degree programs range in length from one to two years.

Getting the Job

Legal Secretaries in Napa County are employed by law offices. Almost all employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees. Some also fill openings through in-house promotion, by hiring unsolicited applicants and/or by hiring referrals from private employment agencies.

Key Terms

Almost All (>75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (<10%)

Employment Information

Occupation Size: Medium. There are approximately 75 to 90 Legal Secretaries currently employed in Napa County. About 98 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be the same as the average for all occupations through the year 1999.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers.

Very Important Qualifications

Basic Skills: English grammar and spelling skills; ability to work independently; ability to work as part of a team; verbal communication skills; writing skills; ability to perform basic mathematical calculations; ability to perform routine, repetitive work.

Physical Abilities: Ability to sit continuously for 2 or more hours.

Other Qualifications: Attention to detail; ability to work under pressure; organizational and time management skills; problem solving skills; ability to handle crisis situations.

Nationwide Job Outlook

Employment of secretaries is expected to increase more slowly than the average for all occupations through the year 2005. Nevertheless, employment opportunities should be quite plentiful, especially for well-qualified and experienced secretaries, who, according to many employers, are in short supply. The very large size of the occupation, coupled with moderate turnover, generates several hundred thousand secretarial positions each year as experienced workers transfer to other occupations or leave the labor force. Also, demand for secretaries will rise as the economy grows and as more workers are employed in offices. The trend toward secretaries assuming more responsibilities traditionally reserved for managers and professionals should also stimulate demand. Nevertheless, large firms are experimenting with different methods of staffing their administrative support operations. In some cases, traditional secretarial duties are assigned to workers in other units or departments. In some law offices, for example, paralegals are taking over some tasks formerly done by secretaries.

Secretaries, Medical

Description

Medical Secretaries perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Their duties include taking dictation, and compiling and recording medical charts, reports, and correspondence, as well as preparing and sending bills to patients or recording appointments (OES 551050).

Training, Experience, and Other Requirements

Almost all recent hires have completed high school. Some have attended college or vocational training programs. Most employers report they usually require prior experience. Most also report they will sometimes accept training as a substitute for experience. Promotions may lead to supervisory positions. Most jobs are 40 hours per week. Willingness to work part-time or on-call may be important. Most employers report computer word processing and database skills are important. Many report spreadsheet skills are important. Insurance knowledge may also be important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$6.00 to \$11.00/hr	Median: \$8.00/hr
New Hires/Exp'd:	\$7.00 to \$12.00/hr	Median: \$9.00/hr
Exp'd/After 3 Years:	\$8.00 to \$15.00/hr	Median: \$11.50/hr

Almost all employers provide medical insurance and a paid vacation. Most also provide paid sick leave and a retirement plan.

Getting the Training

Employers provide some of the training for this occupation. Computer and office skills can be acquired through vocational or college level programs.

Getting the Job

Medical Secretaries in Napa County are employed in the offices of medical doctors, dentists, and hospitals. Few employers are union. Almost all employers recruit using newspaper advertisements. Most also fill openings by hiring referrals from employees.

Key Terms

Almost All (>75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (<10%)

Employment Information

Occupation Size: Medium. There are approximately 100 to 120 Medical Secretaries currently employed in Napa County. About 98 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: Less than 5 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 1999.

Projected Separations: Less than 5 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Very Important Qualifications

Technical Skills: Telephone answering skills; ability to analyze data and solve problems; ability to write effectively; ability to synthesize information; knowledge of medical terminology; ability to maintain an appointment calendar; ability to follow billing procedures; and ability to requisition supplies.

Physical Abilities: Ability to sit continuously for 2 or more hours.

Basic Skills: Oral communication skills; basic math skills; and ability read and follow instructions.

Other Qualifications: Customer service skills; ability to work under pressure; ability to interact well with others; public contact skills; ability to make decisions; and ability to work independently.

Nationwide Job Outlook

Employment of secretaries (including medical secretaries) is expected to increase more slowly than the average for all occupations through the year 2005. Nevertheless, employment opportunities should be quite plentiful, especially for well-qualified and experienced secretaries who, according to many employers, are in short supply. The very large size of the occupation, coupled with moderate turnover, generates many job openings each year as experienced workers transfer to other occupations or leave the labor force. The trend toward secretaries assuming more responsibilities traditionally reserved for managers and professionals should also stimulate demand. Increased productivity resulting from new office technologies, however, will offset this demand somewhat. In firms that have invested in personal computers, for example, secretaries can turn out significantly more work than when they used electric or manual typewriters.

Separating, Filtering & Still Machine Operators

Also known as Cellar Workers

Description

Separating, Filtering, Clarifying, Precipitating, and Still Machine Operators and Tenders operate or tend machines, such as filter presses, shaker screens, centrifuges, condensor tubes, precipitator tanks, fermenting tanks, evaporating tanks, scrubbing towers and batch stills, to extract, sort, or separate liquids, gases, or solid materials from other materials in order to recover a refined product or material. Does not include workers who operate equipment to control chemical changes or reactions (OES 929620).

Training, Experience, and Other Requirements

Almost all recent hires have completed high school. Most employers do not require prior experience. Some jobs are filled through in-house promotion or transfer. Some employers report that adequate English speaking, reading, and writing skills are in short supply. Promotions may lead to supervisory positions. Most jobs are 40 hours per week and many are temporary or seasonal positions. Willingness to work weekends, overtime, and nights may be important. Willingness to participate in drug testing is also important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$7.00 to \$11.50/hr	Median: \$8.00/hr
New Hires/Exp'd:	\$8.00 to \$12.00/hr	Median: \$10.00/hr
Exp'd/After 3 Years:	\$10.50 to \$15.00/hr	Median: \$12.75/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, dental insurance, life insurance, and a retirement plan.

Getting the Training

Employers generally provide on-the-job training for this occupation.

Getting the Job

Separating, Filtering and Still Machine Operators in Napa County are employed by wineries. Almost all employers fill openings by hiring referrals from employees. Most also recruit applicants through newspaper advertisements. Some fill openings through in-house promotion or transfer.

Key Terms

Almost All (>75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (<10%)

Employment Information

Occupation Size: Very Large. There are approximately 400 to 490 Separating, Filtering and Still Machine Operators currently employed in Napa County. About 11 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 1999.

Projected Separations: 10-15 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Very Important Qualifications

Basic Skills: Ability to work as part of a team; verbal communication skills; ability to work independently; ability to perform basic mathematical calculations; ability to perform routine, repetitive work.

Physical Abilities: Ability to lift at least 50 lbs; ability to do strenuous, physically demanding work; ability to stand continuously for 2 or more hours; ability to pass a pre-employment medical exam.

Other Qualifications: Attention to detail; possess good DMV driving record; ability to work under pressure; trained in CPR and first aid techniques; ability to handle crisis situations.

Nationwide Job Outlook

Employment of Separating and Still Machine Operators and Tenders is expected to decline overall. (Additional Information Not Available.)

Systems Analysts, Electronic Data Processing

Description

Systems Analysts, Electronic Data Processing, analyze business, scientific, and technical problems for application to electronic data processing systems. Does not include persons working primarily as engineers, mathematicians, programmers, or scientists (OES 251020).

Training, Experience, and Other Requirements

Of the employers surveyed, all report that their recent hires have completed four years of college. Almost all employers require prior experience. Most, however, will sometimes accept training as a substitute for experience. Promotions may lead to supervisory positions or take the form of increased responsibilities. Jobs are 40 hours per week. Almost all employers report that spreadsheet, database and word processing skills are important. Some employers report that network skills are becoming increasingly important.

Wages and Fringe Benefits

NON-UNION

New Hires/Inexp'd:	\$9.50 to \$14.50/hr	Median: \$10.79/hr
New Hires/Exp'd:	\$11.50 to \$26.50/hr	Median: \$16.78/hr
Exp'd/After 3 Years:	\$14.50 to \$24.00/hr	Median: \$21.58/hr

UNION

New Hires/Inexp'd:	\$16.75 to \$17.50/hr	Median: \$17.05/hr
New Hires/Exp'd:	\$16.50 to \$20.50/hr	Median: \$17.32/hr
Exp'd/After 3 Years:	\$19.75 to \$24.00/hr	Median: \$19.84/hr

Almost all employers provide medical insurance. Of those surveyed, all report that they provide paid sick leave. Almost all provide dental insurance and a paid vacation. Many also provide vision insurance and a retirement plan.

Getting the Training

Certificate programs last approximately two years. Colleges and universities often offer degree programs in computer science.

Getting the Job

Systems Analysts in Napa County are employed in a variety of industries including the following: wineries, banks and savings institutions, hotels, hospitals, colleges, and government. Some employers are union. Many employers recruit applicants through newspaper advertisements. Some also fill openings by hiring referrals from private employment agency, schools or training programs, and/or through in-house promotion or transfer. Internet job listings may also be used.

Key Terms

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

Employment Information

Occupation Size: Small. There are approximately 55 to 65 Systems Analysts currently employed in Napa County. Local surveys indicate that about 30 percent in the occupation are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2001.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Very Important Qualifications

Physical: Ability to sit continuously for two or more hours.

Tasks: Analyze, plan, and test computer programs, using programming and system techniques. Consult with staff and users to identify operating procedure problems. Formulate and review plans outlining steps required to develop programs to meet staff and user requirements. Devise flow charts and diagrams to illustrate steps and to describe logical operational steps of program. Write documentation to describe and develop installation and operating procedures of programs. Coordinate installation of computer programs and operating systems, and test, maintain, and monitor computer system. Read manuals, periodicals, and technical reports to learn how to develop programs to meet staff and user requirements. Set up computer tests to find and correct program or system errors. Write and revise quality standards and test procedures, and modify existing procedures for program and system design for evaluation. Review and analyze computer printouts and performance indications to locate code problems. Modify program to correct errors by correcting computer codes. Enter instructions into computer to test program or system for conformance to standards. Assist staff and users to solve computer related problems, such as malfunctions and program problems.

Source: O*NET 98 Database (early release)

Nationwide Job Outlook

Computer scientists and systems analysts will be among the faster than the average growing occupations through the year 2005. Tens of thousands of job openings will result annually from the need to replace workers who move into managerial positions or other occupations or who leave the labor force. The demand for "networking" to facilitate the sharing of information will be a major factor in the rising demand for systems analysts. Emphasis on problem solving, analysis, and client/server environments will also contribute to the demand.

Teachers, Secondary School

Description

Secondary School Teachers instruct students in public or private high schools in one or more subjects, such as English, mathematics, or social studies. Includes vocational teachers. Does not include special education teachers who teach only students with disabilities (OES 313080).

Training, Experience, and Other Requirements

Almost all recent hires have completed four years of college and a teaching credential program. Most employers report they usually require prior experience. Most also report they will sometimes accept training as a substitute for experience. Promotions usually take the form of higher earnings. With the appropriate education, some teachers may become school principals or administrators. Almost all teachers work 40 or more hours per week. Willingness to work part-time or as a substitute is important. Most employers report that computer word processing skills are important. Bilingual skills are also desirable.

Wages and Fringe Benefits

Salaries for Secondary School Teachers vary widely depending on the school or district and on the teacher's experience and college units completed (beyond those required for a teaching credential). In Napa County, those with little or no experience can earn from \$25,200 to \$30,000. Those with three or more years experience can earn from \$27,900 to \$53,300. Private schools usually pay somewhat less than public school districts.

Almost all employers provide medical insurance, dental insurance, vision insurance, paid sick leave, and a retirement plan. Most also provide paid vacation and life insurance.

Getting the Training

Many four-year colleges and universities offer teacher credentialing programs.

Getting the Job

Secondary School Teachers in Napa County are employed by public school districts or private schools and academies. Many employers are union. Almost all employers recruit applicants through newspaper advertisements, and/or fill openings through in-house promotion or transfer. Most also fill openings by hiring referrals from public schools or training programs, private schools, and/or employees.

Key Terms

Almost All (>75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (<10%)

Employment Information

Occupation Size: Large. There are approximately 295 to 360 Secondary School Teachers currently employed in Napa County. About 53 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 10-15 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be the same as the average for all occupations through the year 1999.

Projected Separations: 5-10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers report they have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Very Important Qualifications

Technical Skills: Ability to apply teaching techniques; possession of a designated teaching credential; possession of a state teacher's certificate; classroom management skills; problem solving skills; ability to write effectively; record keeping skills; knowledge of algebra; supervisory skills; and audiovisual teaching skills.

Physical Abilities: Ability to pass a pre-employment physical examination.

Basic Skills: Oral communication skills; ability to read and follow instructions; ability to write legibly; and basic math skills.

Other Qualifications: Possession of a clean police record; ability to exercise patience; ability to work under pressure; ability to work independently; interpersonal skills; public contact skills; understanding of a variety of cultures; and willingness to work with close supervision.

Nationwide Job Outlook

Employment of secondary school teachers is expected to increase faster than the average for all occupations through the year 2005. Assuming relatively little change in average class size, employment growth of teachers depends on the rates of population growth and corresponding student enrollments. The population of 14 to 17 year-olds is expected to experience relatively strong growth through the year 2005, spurring demand for secondary school teachers. Job openings for all teachers are expected to increase substantially by the end of the decade as the large number of teachers now in their forties and fifties reach retirement age.

Telecommunications Technicians

Description

Telecommunications Technicians install, test, maintain, troubleshoot, and repair a wide variety of telecommunications equipment used for transmitting voices and data across long distances (Modified DOT 031.262-996).

Training, Experience, and Other Requirements

Of the employers surveyed, all report that their recent hires have completed two years of college. Most employers usually require prior experience. Most, however, will sometimes accept training as a substitute for experience. Promotions may lead to supervisory positions. Most jobs are 40 hours per week. Most employers report that computer skills are becoming increasingly important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$8.00 to \$15.00/hr	Median: \$11.75/hr
New Hires/Exp'd:	\$11.50 to \$17.00/hr	Median: \$15.00/hr
Exp'd/After 3 Years:	\$14.25 to \$20.00/hr	Median: \$18.00/hr

Of the employers surveyed, all report that they provide medical insurance and a paid vacation. Most also provide dental insurance, life insurance, paid sick leave, and a retirement plan. Most employers provide benefits for part-time employees.

Getting the Training

Certificate programs in electronics engineering technology are approximately two years in length.

Getting the Job

Telecommunications Technicians in Napa County are employed by specialty electrical contractors, telephone communications companies, and retail establishments specializing in communications equipment. Most employers fill openings by hiring referrals from employees. Many also fill openings by hiring referrals from private employment agencies.

Key Terms

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

Employment Information

Occupation Size: Small. There are approximately 15 to 20 Telecommunications Technicians currently employed in Napa County. About 9 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: Less than 10 projected openings per year due to a net increase in occupation size. Of the employers surveyed, all report that they expect to add new positions over the next three years.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have some difficulty finding inexperienced but qualified applicants, and considerable difficulty finding qualified applicants with prior experience. This indicates a good outlook for job seekers without prior experience and a very good outlook for those who are experienced.

Very Important Qualifications

Tasks: Read blueprints, wiring diagrams, schematic drawings, and engineering instructions for assembling electronics units, applying knowledge of electronic theory and components. Fabricate parts, such as coils, terminal boards, and chassis, using bench lathes, drills, or other machine tools. Assemble circuitry or electronic components, according to engineering instructions, technical manuals, and knowledge of electronics using hand tools and power tools. Test electronics unit, using standard test equipment, to evaluate performance and determine needs for adjustments. Adjust and replace defective or improperly functioning circuitry and electronics components, using hand tools and soldering iron. Design basic circuitry and sketches for design documentation, as directed by engineers, using drafting instruments and computer aided design equipment.

Source: O*NET 98 Database (early release)

Nationwide Job Outlook

Employment of communications equipment mechanics is expected to decline sharply through the year 2005. The telephone industry is transforming from an electromechanical system to a completely electronic one. Digital systems, the most recent version of electronic switching, use computers and software to switch calls. Fewer workers are needed for maintenance and repair because the new systems are more reliable and compact and permit more efficient, centralized maintenance. In addition, the systems have self-diagnosing features which detect the source of problems and direct repairers to the defective part, which usually can simply be replaced. Once the transformation of the system has been completed, some time before 2005, the need for installers will drop sharply. Decreased labor requirements due to improved technology have already caused some layoffs of communications equipment mechanics.

Tellers

Also known as Customer Service Representatives

Description

Tellers receive and pay out money, and keep records of money and negotiable instruments involved in various financial institutions' transactions (OES 531020).

Training, Experience, and Other Requirements

Almost all recent hires have completed high school. Some have completed one to two years of college or vocational training. Most employers do not require prior experience. Some employers report that sales skills/abilities are in short supply. Promotions may lead to a wide variety of positions, including Bookkeeper, Branch Specialist, Financial Services Officer, and Banking Services Representative. Many jobs are 20-30 hours per week. Many other jobs are 40 hours per week. Some jobs are on-call, 10-15 hours per week. Willingness to work part-time and on-call may be important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.75 to \$8.00/hr	Median: \$7.00/hr
New Hires/Exp'd:	\$6.75 to \$9.00/hr	Median: \$8.07/hr
Exp'd/After 3 Years:	\$8.00 to \$11.00/hr	Median: \$9.69/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, and a retirement plan. Most also provide dental insurance and life insurance. Many provide vision insurance. Many employers provide benefits for part-time employees.

Getting the Training

Certificate and degree programs range in length from one to two years, although on-the-job training may also be available.

Getting the Job

Tellers in Napa County are employed by banks, savings and loan institutions, and credit unions. Almost all employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees. Most also fill openings through in-house promotion. Many fill openings by hiring unsolicited applicants.

Key Terms

Almost All (>75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (<10%)

Employment Information

Occupation Size: Large. There are approximately 225 to 275 Tellers currently employed in Napa County. About 81 percent in California are female.

Annual Turnover: Estimated to be very high (40 percent or more).

Projected Growth: The growth rate is projected to be stable (no significant change) through the year 1999.

Projected Separations: 10-15 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Very Important Qualifications

Basic Skills: Ability to work as part of a team; verbal communication skills; ability to perform basic mathematical calculations; ability to work independently; ability to perform routine, repetitive work; English grammar and spelling skills; writing skills.

Physical Abilities: Ability to stand continuously for 2 or more hours.

Other Qualifications: Ability to work under pressure; attention to detail; problem solving skills; organizational and time management skills; record keeping skills.

Nationwide Job Outlook

Employment is expected to decline through the year 2005. However, job prospects still should be good. Because the occupation is large and the turnover rate is high due to the little formal education requirements and the relatively low pay, job opportunities that arise from the need to replace tellers who transfer to other occupations or stop working should be plentiful. The projected decline in employment of bank tellers stems from overexpansion and competition from large nonbank corporations that offer bank-like services, including investments and lending, that have resulted in closings, mergers, and consolidations in the banking industry in recent years. Further, teller employment will be adversely affected by various technologies to the degree that they are adopted by banks in the future.

Traffic, Shipping & Receiving Clerks

Description

Traffic, Shipping, and Receiving Clerks verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material, receiving, unpacking, verifying, and recording incoming merchandise or material, and arranging for the transportation of products. Does not include Stock Clerks, and workers whose primary duties involve weighing and checking (OES 580280).

Training, Experience, and Other Requirements

Most recent hires have completed high school. Some have completed one or two years of college or vocational training. Most employers require prior experience. A few positions are filled by promoting from positions such as Material Handler, Warehouse Worker, or Laborer. Promotions may lead to Counter Sales or supervisory positions. Almost all jobs are 40 hours per week. Willingness to work overtime may be important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$6.00 to \$8.75/hr	Median: \$6.00/hr
New Hires/Exp'd:	\$6.00 to \$11.50/hr	Median: \$8.50/hr
Exp'd/After 3 Years:	\$9.50 to \$15.00/hr	Median: \$11.08/hr

Almost all employers provide medical insurance and a paid vacation. Most also provide dental insurance and paid sick leave. Many provide life insurance. Some also provide vision insurance and a retirement plan.

Getting the Training

Employers generally provide on-the-job training for this occupation.

Getting the Job

Shipping and Receiving Clerks in Napa County are employed by warehouses, manufacturers, wholesalers, and the U.S. Postal Service. Most employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees and/or through in-house promotion.

Employment Information

Occupation Size: Large. There are approximately 185 to 230 Shipping and Receiving Clerks currently employed in Napa County. About 27 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 1999.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Very Important Qualifications

Basic Skills: Ability to perform routine, repetitive work; verbal communication skills; ability to work as part of a team; ability to work independently; English grammar and spelling skills; ability to perform basic mathematical calculations.

Physical Abilities: Ability to lift at least 50 lbs; ability to do strenuous, physically demanding work; ability to stand continuously for 2 or more hours.

Other Qualifications: Attention to detail; ability to work under pressure; organizational and time management skills; record keeping skills; problem solving skills; ability to handle crisis situations.

Nationwide Job Outlook

Employment of traffic, shipping, and receiving clerks is expected to increase about as fast as the average for all occupations through the year 2005. Automation and other productivity improvements may enable these clerks to handle materials more efficiently, thereby reducing potential employment opportunities. Because employment in material recording, scheduling, dispatching, and distributing occupations is substantial, workers who leave the labor force or transfer to other occupations are expected to create many thousands of job openings each year.

Key Terms

Almost All (>75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (<10%)

Travel Agents

Description

Travel Agents plan entire trips for customers of their travel agency. Their duties include determining destinations, modes of transportation, travel dates, costs, accommodations required, and planning, describing, or selling itinerary package tours. Travel Agents may specialize in foreign or domestic service, individual or group travel, specific geographical area, airplane charters, or package tours (OES 430210).

Training, Experience, and Other Requirements

Most recent hires have completed one to two years of college. Almost all employers require prior experience. Most, however, will sometimes accept training as a substitute for experience. Few promotional opportunities are available. Most jobs are 40 hours per week. Some jobs are 20-30 hours per week. Many employers report that a knowledge of Apollo software is important. Some also report that word processing skills are important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.00 to \$8.75/hr	Median: \$6.00/hr
New Hires/Exp'd:	\$5.75 to \$12.00/hr	Median: \$8.00/hr
Exp'd/After 3 Years:	\$8.00 to \$14.00/hr	Median: \$10.00/hr

Almost all employers provide a paid vacation. Many also provide paid sick leave. Some employers provide benefits for part-time employees.

Getting the Training

Certificate programs range in length from three to twelve months.

Getting the Job

Travel Agents are employed by travel agencies. Most employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees. Some fill openings by hiring unsolicited applicants and/or through word-of-mouth.

Key Terms

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

Employment Information

Occupation Size: Medium. There are approximately 95 to 115 Travel Agents currently employed in Napa County. Local surveys indicate that about 85 percent in the occupation are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2001.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have some difficulty finding inexperienced but qualified applicants, and considerable difficulty finding qualified applicants with prior experience. This indicates a good outlook for job seekers without prior experience, and a very good outlook for those who are experienced.

Very Important Qualifications

Physical: Ability to sit continuously for two or more hours.

Tasks: Plan, describe, arrange, and sell itinerary tour packages and promotional travel incentives offered by various travel carriers. Converse with customer to determine destination, mode of transportation, travel dates, financial considerations, and accommodations required. Compute cost of travel and accommodations, using calculator, computer, carrier tariff books, and hotel rate books, or quotes package tour's costs. Book transportation and hotel reservations using computer terminal or telephone. Provide customer with brochures and publications containing travel information, such as local customs, points of interest, or foreign country regulations. Print or request transportation carrier tickets using computer printer system or system link to travel carrier. Collect payment for transportation and accommodations from customer.

Source: O*NET 98 Database (early release)

Nationwide Job Outlook

Employment of travel agents is expected to increase faster than the average for all occupations through the year 2005. Many job openings will arise as new agencies open and existing agencies expand, but most openings will occur as experienced agents transfer to other occupations or leave the labor force. Charter flights and larger, more efficient planes have brought air transportation within the budgets of more people. Some developments, however, may reduce opportunities for travel agents in the future. For example, the development of on-line computer systems allows people with access to such systems to make their own travel arrangements.

Truck Drivers, Heavy & Tractor-Trailer

Description

Heavy or Tractor Trailer Truck Drivers drive tractor-trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks (OES 971020).

Training, Experience, and Other Requirements

Almost all recent hires have completed high school. Most employers require 1-2 years of prior experience. A few positions are filled by promoting from Trainee or Helper positions. Promotions may lead to supervisory or dispatch positions or may take the form of self-employment. Almost all jobs are 40 hours or more per week. Willingness to work on-call, evenings, and weekends may be important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$8.50 to \$19.50/hr	Median: \$11.82/hr
New Hires/Exp'd:	\$9.50 to \$22.50/hr	Median: \$12.14/hr
Exp'd/After 3 Years:	\$11.50 to \$26.75/hr	Median: \$14.64/hr

Most employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, life insurance, dental insurance, and vision insurance.

Getting the Training

Certificate programs range in length from six to ten weeks, although some employers may provide on-the-job training.

Getting the Job

Truck Drivers in Napa County are employed by trucking firms, sand and gravel mining companies, food/distribution companies, and beverage distributors. Almost all employers fill openings by hiring referrals from employees. Most also recruit applicants through newspaper advertisements, fill openings by hiring unsolicited applicants, and/or through in-house promotion.

Key Terms

Almost All (>75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (<10%)

Employment Information

Occupation Size: Large. There are approximately 285 to 345 Heavy Truck Drivers currently employed in Napa County. About 6 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 10-15 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 1999.

Projected Separations: 5-10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers.

Very Important Qualifications

Technical Skills: Possession of a valid Class A driver's license; map reading skills; ability to read invoices; record keeping skills; ability to load and unload freight; knowledge of local streets.

Physical Abilities: Ability to pass a pre-employment medical examination; ability to lift at least 75 lbs. repeatedly.

Basic Skills: Ability to read and follow instructions; oral communication skills; ability to write legibly; basic math skills.

Other Qualifications: Possession of a good DMV driving record; ability to work independently.

Nationwide Job Outlook

Job opportunities should be favorable as this occupation has among the largest number of job openings each year. Although thousands of openings will be created by growth in demand for drivers, the majority will occur as experienced drivers transfer to other fields of work or retire or leave the labor force for other reasons. In addition, truckdriver jobs vary greatly in terms of earnings, weekly work hours, number of nights that must be spent "on the road," and in the quality of equipment operated. Because truck driving does not require education beyond high school, competition is expected for jobs with the most attractive earnings and working conditions. Employment is expected to increase about as fast as the average for all occupations through the year 2005 as the economy grows and the amount of freight carried by trucks increases. However, increased integration of truck and railroad long-distance freight transportation should continue to slow somewhat the growth of truckdriver jobs.

Truck Drivers, Light & Delivery

Also known as Route Drivers

Description

Light Truck Drivers, including Delivery and Route Workers, drive vehicles with a capacity under 3 tons. They deliver or pick up merchandise and may load and unload trucks. Does not include workers whose duties include sales (OES 971050).

Training, Experience, and Other Requirements

Almost all recent hires have completed high school. Most employers do not require prior experience. A few jobs are filled by promoting from Helper, Material Handler, or Warehouse Worker positions. Promotions may lead to supervisory/management or sales positions. Most jobs are 40 hours per week. Some jobs are 20-30 hours per week. Some other jobs are temporary or seasonal. Willingness to work part-time or on-call may be important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$6.00 to \$8.75/hr	Median: \$6.50/hr
New Hires/Exp'd:	\$6.50 to \$13.50/hr	Median: \$10.66/hr
Exp'd/After 3 Years:	\$7.50 to \$15.00/hr	Median: \$12.11/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, and dental insurance. Most also provide life insurance. Many provide a retirement plan and vision insurance. Some employers provide benefits for part-time employees.

Getting the Training

Certificate programs range in length from six to ten weeks, although employers generally provide on-the-job training for this occupation.

Getting the Job

Light Truck and Delivery Drivers in Napa County are employed in a wide variety of industries that provide delivery services. Almost all employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees.

Key Terms

Almost All (>75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (<10%)

Employment Information

Occupation Size: Very Large. There are approximately 305 to 375 Light Truck and Delivery Drivers currently employed in Napa County. About 6 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: 15-20 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 1999.

Projected Separations: 5-10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have no difficulty finding inexperienced but qualified applicants and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience and a somewhat competitive outlook for those who are fully experienced.

Very Important Qualifications

Technical Skills: Ability to load and unload freight; ability to read invoices; record keeping skills; map reading skills; possession of a valid Class A driver's license; knowledge of local streets; possession of a valid Class B driver's license.

Physical Abilities: Ability to pass a pre-employment medical examination; ability to lift at least 75 lbs. repeatedly.

Basic Skills: Ability to read and follow instructions; ability to write legibly; oral communication skills; basic math skills.

Other Qualifications: Possession of a good DMV driving record; ability to work independently.

Nationwide Job Outlook

Employment of truckdrivers is expected to increase about as fast as the average for all occupations through the year 2005 as the economy grows. This occupation is among those that have the largest number of job openings each year. Although thousands of openings will be created by growth in demand for drivers, the majority will occur as experienced drivers transfer to other fields of work or retire or leave the labor force for other reasons. Because truck driving does not require education beyond high school, competition is expected for jobs with the most attractive earnings and working conditions.

Veterinary Assistants

Description

Veterinary Assistants examine animals for a veterinarian. They prepare animals for surgery, perform post-operational medical treatment as needed, and give medications to animals. They usually work directly under the supervision of a veterinarian. They receive extensive training on the job and may also have some post secondary education such as trade school or junior college (OES 798060).

Training, Experience, and Other Requirements

Almost all recent hires have completed one to two years of college. Almost all employers require approximately 12 months of prior experience. Most, however, will sometimes accept training as a substitute for experience. Promotions may lead to supervisory positions. Most jobs are 40 hours per week. Some jobs are 15-30 hours per week. Some employers report that knowledge of veterinary-related software is important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.00 to \$7.50/hr	Median: \$6.00/hr
New Hires/Exp'd:	\$6.25 to \$9.50/hr	Median: \$8.00/hr
Exp'd/After 3 Years:	\$7.75 to \$14.00/hr	Median: \$10.00/hr

Some employers provide medical insurance. Many also provide a paid vacation and paid sick leave. Some provide a retirement plan. Some employers also provide benefits for part-time employees.

Getting the Training

Certificate programs range in length from one to two years.

Getting the Job

Veterinary Assistants are employed in veterinary hospitals and clinics. Almost all employers recruit applicants through newspaper advertisements. Many also fill openings through in-house promotion or transfer. Some fill openings by hiring referrals from schools, employees, and/or by hiring unsolicited applicants.

Employment Information

Occupation Size: Small. There are approximately 25 to 40 Veterinary Assistants currently employed in Napa County. Local surveys indicate that at least 95 percent in the occupation are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2001.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers.

Very Important Qualifications

Physical: Ability to stand continuously for two or more hours.

Tasks: Assist veterinarian in variety of animal health care duties, including injections, venipunctures, and wound dressings. Prepare examination or treatment room, and hold or restrain animals during procedures. Prepare patient, medications, equipment, and instruments for surgical procedures, using specialized knowledge. Assist veterinarian during surgical procedures, passing instruments and materials in accordance with oral instructions.

Source: O*NET 98 Database (early release)

Nationwide Job Outlook

Employment opportunities for animal caretakers generally are expected to be good. Employment is expected to increase faster than the average for all occupations through the year 2005 as the population and economy expand and pet ownership grows. The number of dogs and cats has increased significantly over the last 10 years, and is expected to continue to increase in the future. More animals will require more caretakers to provide services. Despite growth in demand for animal caretakers, the overwhelming majority of jobs will result from the need to replace workers leaving the field. Many animal caretaker jobs that require little or no training have work schedules which tend to be flexible; therefore, it is an ideal first job for people entering the labor force as well as for students and others looking for temporary or part-time work. Because turnover is quite high due to the hard physical labor and low pay, the overall availability of jobs should be very good. Much of the work of these animal caretakers is seasonal, particularly during vacation periods.

Key Terms

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

Vocational & Educational Counselors

Description

Vocational and Educational Counselors counsel individuals and provide group educational and vocational guidance services (OES 315140).

Training, Experience, and Other Requirements

Most recent hires have completed four years of college and graduate studies. A credential is required for School Guidance Counselors. Almost all employers report they usually require prior experience. Most also report they will sometimes accept training as a substitute for experience. Promotions may lead to management positions. Most jobs are 40 hours per week. Some are 20-30 hours per week. Most employers report computer word processing skills are important.

Wages and Fringe Benefits

UNION:

New Hires/Inexp'd:	\$12.73 to \$16.16/hr	Median: \$15.19/hr
New Hires/Exp'd:	\$14.23 to \$16.30/hr	Median: \$15.59/hr
Exp'd/After 3 Years:	\$16.03 to \$20.62/hr	Median: \$17.11/hr

NON-UNION:

New Hires/Inexp'd:	\$8.00 to \$15.25/hr	Median: \$11.99/hr
New Hires/Exp'd:	\$8.00 to \$17.25/hr	Median: \$14.38/hr
Exp'd/After 3 Years:	\$9.25 to \$19.25/hr	Median: \$18.22/hr

Almost all employers provide medical insurance, dental insurance, vision insurance, paid sick leave, and a retirement plan. Most also provide life insurance and paid vacation. Some employers may also provide benefits for part-time employees.

Getting the Training

The level of training required varies depending on the industry or type of employer. Consult with potential employers to determine specific training requirements.

Getting the Job

Vocational and Educational Counselors in Napa County are employed by school districts and job training agencies. Most employers are union. Almost all employers recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from public schools or training programs and/or through in-house promotion or transfer.

Key Terms

Almost All (>75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (<10%)

Employment Information

Occupation Size: Medium. There are approximately 70 to 85 Vocational and Educational Counselors currently employed in Napa County. About 62 percent nationwide are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: Less than 5 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 1999.

Projected Separations: Less than 5 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Very Important Qualifications

Technical Skills: Problem solving skills; vocational counseling skills; record keeping skills; ability to write effectively; ability to interview others for information; knowledge of the requirements of vocational training programs; ability to apply vocational skills assessment tools and techniques; ability to conduct training programs; ability to plan and organize the work of others; and ability to analyze labor market information.

Physical Abilities: Ability to sit continuously for 2 or more hours.

Basic Skills: Oral communication skills; ability to read and follow instructions; and ability to write legibly.

Other Qualifications: Ability to consider long-range effects of decisions; interpersonal skills; understanding of a variety of cultures; ability to deal effectively with difficult individuals; ability to work under pressure; public contact skills; ability to work independently; ability to make decisions; customer service skills; and ability to motivate others.

Nationwide Job Outlook

Overall employment of counselors is expected to increase faster than the average for all occupations through the year 2005. In addition, replacement needs should increase significantly by the end of the decade as a large number of counselors reach retirement age. Employment of school counselors is expected to grow because of increasing enrollments and the expanded responsibilities of counselors. Counselors increasingly are becoming involved in crisis and preventive counseling, helping students deal with issues ranging from drug and alcohol abuse to death and suicide.

Waiters & Waitresses

Description

Waiters and Waitresses serve food and/or beverages to patrons at tables. They usually take orders from patrons and make out the check. Their duties may include setting tables with linen and silverware and taking payment from patrons. They may serve customers at counters as well as tables. Does not include workers who only work at counters (OES 650080).

Training, Experience, and Other Requirements

Most recent hires have completed high school. Many employers report they usually require prior experience. Many also report they usually will accept training as a substitute for experience. Promotions may lead to supervisory positions. Most jobs are 35 hours or more per week. Some are 20-30 hours per week. Willingness to work part-time, on-call, nights, weekends, and holidays is important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$4.25 to \$8.00/hr	Median: \$4.75/hr
New Hires/Exp'd:	\$4.25 to \$9.00/hr	Median: \$4.75/hr
Exp'd/After 3 Years:	\$4.25 to \$10.00/hr	Median: \$4.75/hr

These wages do not include tips and do not reflect the new minimum wage of \$4.75/hr that went into effect on October 1, 1996.

Many employers provide medical insurance and a paid vacation. Some also provide dental insurance. Few employers provide benefits for part-time employees.

Getting the Training

Employers generally provide the training for this occupation.

Getting the Job

Waiters and Waitresses in Napa County are employed in eating places. Few employers are union. Most employers recruit applicants through newspaper advertisements and/or by hiring referrals from employees. Some also fill openings by hiring unsolicited applicants, through in-house promotion or transfer, and/or by hiring referrals from public schools or training programs.

Employment Information

Occupation Size: Very large. There are approximately 1,185 to 1,450 Waiters and Waitresses currently employed in Napa County. About 70 percent in California are female.

Annual Turnover: Estimated to be high (30-39%).

Projected Growth: 55-65 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 1999.

Projected Separations: 60-70 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Very Important Qualifications

Technical Skills: Cash handling skills; ability to operate a cash register.

Physical Abilities: Ability to stand continuously for 2 or more hours; ability to lift at least 30 lbs. repeatedly.

Basic Skills: Ability to read and follow instructions; oral communication skills; ability to write legibly; ability to follow oral instructions; basic math skills.

Other Qualifications: Interpersonal skills; customer service skills; good grooming skills; public contact skills; ability to work under pressure; ability to work independently; willingness to work with close supervision.

Nationwide Job Outlook

Job openings are expected to be abundant through the year 2005. Most openings will arise from the need to replace the high proportion of workers who leave this very large occupation each year. There is substantial movement into and out of the occupation because the limited formal education and training requirements for these jobs allow easy entry, and the predominance of part-time jobs is attractive to persons seeking a short-term source of income rather than a career.

Key Terms

Almost All (>75%), Most (51-75%), Many (35-50%), Some (10-34%), Few (<10%)

Winery Workers

Introduction

This special survey project included a focus group conducted with Sonoma County winery representatives and telephone interviews with Napa County winery representatives. Once the data was collected and analyzed, it appeared that there was enough consistency to prepare one report summary using data from both counties. As a result, the data has more credibility. Nevertheless, it must be emphasized that the information presented is based on exploratory research and should not be considered statistically reliable.

The Occupations

Although each winery is somewhat unique in how they operate, the occupations can often be grouped into five major categories (or departments): Vineyard/Ranch, Cellar, Production/Bottling, Sales/Marketing, and Administration.

When asked what are their fastest growing occupations, the responses varied from winery to winery. Some are growing the fastest in the area of Sales/Marketing, while some others are growing the fastest in Production/Bottling due to automation or the use of different production techniques. When asked what positions are the most difficult to fill, the responses were again varied. Some have the most difficulty finding individuals with prior winery-related experience in skilled, supervisory, or management positions. Some others have the most difficulty finding well-trained and experienced maintenance and production mechanics. For many positions, especially in categories 1-3, bilingual skills are highly desirable. When asked what occupations are declining in size, almost all responded with "none."

The following table lists the occupations most often found in medium to large sized wineries for categories 1-4. As in most industries, the smaller the employer, the more their employees tend to be "generalists." The larger the employer, the more specialized (or departmentalized) their employees tend to be. Depending on the size of the winery, the Administration category would include some combination of managers, human resource staff, and clerical support staff. Warehouse/Distribution may sometimes be a sixth category, although most wineries appear to have one of their other departments (generally Cellar, Production/Bottling, or Sales/Marketing) handle warehouse and distribution responsibilities.

Occupational Group	Entry-Level	Degree Req'd	Potential Earnings	May Promote to
VINEYARD/RANCH				
Vineyard Worker/Laborer	yes	no	\$7-8/hr	Tractor Driver or Crew Leader
Tractor Driver	no	no	insuff. data	Crew Leader
Crew Leader/Foreman	no	no	\$8.50/hr +	Supervisor (degree usually req'd)
Supervisor (Viticulturist)	no	usually	\$37-41k/yr	Manager
Manager (Viticulturist)	no	yes	\$40-73k/yr	
CELLAR				
Cellar Worker	yes	no	\$8-16/hr	Crew Leader/Foreman
Crew Leader/Foreman	no	no	\$10-14/hr	Cellar Manager
Cellar Supervisor, Master or Manager	no	no	insuff. data	
Lab Tech/Enologist	no	usually	\$21-25k/yr	Assistant Winemaker
Assistant Winemaker (Enologist)	no	yes	\$40-45k/yr	Winemaker
Winemaker (Enologist)	no	yes	\$45-78k/yr	
PRODUCTION/BOTTLING				
Bottler	?	no	\$9-14/hr	Machine Operator
Machine Operator	no	no	\$13-17/hr	Crew Leader
Crew Leader	no	no	\$15-17/hr	Bottling Manager
Bottling Manager	no	no	\$40-50k/yr	
Maintenance Mechanic	no	no	insuff. data	
Production Manager	no	yes	\$40-60k/yr	
SALES/MARKETING				
Tour Guide	yes	no	\$8-10/hr	Supervisor or Sales Rep
Tasting Room Employee	yes	no	\$8-10/hr	"
Counter Salesperson	yes	no	\$8-10/hr	"
Sales Representative	?	no	\$32-40k/yr	Sales/Marketing Manager
Sales/Marketing Manager	no	yes	\$32-40k/yr	

Schools and Training Providers

Bridgeford Flying Service

2030 Airport Road, Napa, CA 94558

Phone: 707-224-0887 Fax: 707-257-7770

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	No
Career Assessment:	No	Tutorial Services:	Yes
Public Transp. Nearby:	No	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No
Veteran Approved:	No		

Certificate Programs Offered:

Commercial Pilot Program

Objective: *Commercial Pilot*

Approximate Cost to Complete: \$8,000-\$10,000

Average Time to Complete: 3 months

(Requires completion of Private Pilot Program for entry.)

Instructor Program

Objective: *Private Pilot Instructor*

Approximate Cost to Complete: \$3,000-\$5,000

Average Time to Complete: 3 months

(Requires completion of Private Pilot Program for entry.)

Instrument Rating Program

Objective: *Private Pilot*

Approximate Cost to Complete: \$3,000-\$5,000

Average Time to Complete: 3-6 months

(Requires completion of Private Pilot Program for entry.)

Multi-Engine Training

Objective: *Private Pilot*

Approximate Cost to Complete: \$3,000-\$5,000

Average Time to Complete: 2-3 months

Private Pilot Program

Objective: *Private Pilot*

Approximate Cost to Complete: \$3,000-\$5,000

Average Time to Complete: 3-6 months

Le Melange Academy of Hair

931 Coombs Street, Napa, CA 94559

Phone: 707-257-7775

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	No
Public Transp. Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No
Veteran Approved:	No		

Certificate Programs Offered:

Cosmetology

Objective: *Cosmetologist*

Approximate Cost to Complete: \$6,138

Average Time to Complete: 1600 Hours (10 Months FT)

Aesthetician

Objective: *Aesthetician*

Approximate Cost to Complete: \$3,735

Average Time to Complete: 600 Hours (4 Months FT)

Manicuring

Objective: *Manicurist*

Approximate Cost to Complete: \$1,552

Average Time to Complete: 400 Hours (3 Months FT)

Lifestream Massage School

3273 Claremont Way, Suite 208, Napa, CA 94558
Phone: 707-226-2090 Fax: 707-253-1359

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	Yes	Tutorial Services:	No
Public Transp. Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No
Veteran Approved:	No		

Certificate Programs Offered:

Massage Therapy, Advanced

Objective: *Certified Massage Therapist*
Approximate Cost to Complete: \$2,000
Average Time to Complete: 8 months

Massage Therapy, Basic

Objective: *Certified Massage Therapist*
Approximate Cost to Complete: \$1,095
Average Time to Complete: 3 months

Napa County ROP (Regional Occupational Programs)

1015 Kaiser Road, Napa, CA 94558
Phone: 707-253-6830 Fax: 707-253-6841

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Learning Disabilities Pgm:	No
Career Counseling:	Yes	Academic Advising:	No
Career Assessment:	Yes	Tutorial Services:	No
Public Transp. Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No
Veteran Approved:	Yes		

Note: In most cases, ROP programs are open to high school students and, if openings exist, to adults who are also local residents. ROP programs may be considered open entry-open exit, and may require fees for adults.

Certificate Programs Offered:

Automotive Services

Objective: *Entry-Level Automotive Technician*
Average Time to Complete: 2 semesters

Animal/Veterinary Sciences

Objective: *Veterinary Assistant*
Average Time to Complete: 2 semesters

Agricultural Mechanics

Objective: *Farm Equipment Mechanic*
Average Time to Complete: 2 semesters

Banking & Finance

Objective: *Teller*
Average Time to Complete: 2 semesters

Business Technology & Computer Applications

Objective: *Clerical Related Positions*
Average Time to Complete: 2 semesters

Napa County ROP--continued

Careers in Child DevelopmentObjective: *Child Care Worker*

Average Time to Complete: 2 semesters

Construction TechnologyObjective: *Apprentice Carpenter, Carpenter's Helper*

Average Time to Complete: 2 semesters

CosmetologyObjective: *Cosmetologist*

Average Time to Complete: 2 semesters

Drafting & EngineeringObjective: *Entry-Level Drafting*

Average Time to Complete: 2 semesters

ForestryObjective: *Forestry Related Occupations*

Average Time to Complete: 2 semesters

Furniture & CabinetmakingObjective: *Entry-Level Cabinetmaking & Furniture Repair*

Average Time to Complete: 2 semesters

Home Health AideObjective: *Home Healthcare Worker*

Average Time to Complete: 2 semesters

Horse ManagementObjective: *Entry-Level Equine Occupations*

Average Time to Complete: 2 semesters

Hospitality ServicesObjective: *Host/Hostess*

Average Time to Complete: 2 semesters

Landscape ManagementObjective: *Landscape Construction Worker*

Average Time to Complete: 2 semesters

ManicuringObjective: *Manicurist*

Average Time to Complete: 2 semesters

Nursing Assistant CertificationObjective: *Nursing Assistant (CNA)*

Average Time to Complete: 2 semesters

Printing & GraphicsObjective: *Entry-Level Printing Occupations*

Average Time to Complete: 2 semesters

Publications & ProductionObjective: *Entry-Level Publishing Occupations*

Average Time to Complete: 2 semesters

Small Business ManagementObjective: *Small Business Owner/Operator*

Average Time to Complete: 2 semesters

Telecommunications & Electronics TechnologyObjective: *Entry-Level Electronics Related Occupations*

Average Time to Complete: 2 semesters

WeldingObjective: *Welder's Apprentice*

Average Time to Complete: 2 semesters

Napa Valley Adult School

2447 Old Sonoma Road, Napa, CA 94558
Phone: 707-253-3594 Fax: 707-253-3828

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	Yes
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transp. Nearby:	Yes	ESL Courses:	Yes
On-Site Child Care:	Yes	GED Assistance:	Yes
Veteran Approved:	Yes		

Certificate Programs Offered:

Accounting/Bookkeeping

Objective: *Account Clerk, Bookkeeping Assistant*
Approximate Cost to Complete: \$150
Average Time to Complete: 6-9 months

Administrative Assistant/Secretary

Objective: *Administrative Assistant, Secretary*
Approximate Cost to Complete: \$150
Average Time to Complete: 6-9 months

Computer & Information Services

Objective: *Entry-Level Computer-Related Occupations*
Approximate Cost to Complete: \$30-\$45
Average Time to Complete: 5 weeks

Electricity, Basic

Objective: *Apprentice Electrician*
Approximate Cost to Complete: \$60
Average Time to Complete: 10 weeks

Heating, Air Conditioning & Refrigeration

Objective: *Entry-Level HVAC Technician*
Approximate Cost to Complete: \$60
Average Time to Complete: 10 weeks

Napa Valley College

2277 Napa-Vallejo Highway, Napa, CA 94558
Phone: 707-253-3000 Fax: 707-253-3015

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	Yes
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	Yes	Tutorial Services:	Yes
Public Transp. Nearby:	Yes	ESL Courses:	Yes
On-Site Child Care:	Yes	GED Assistance:	No
Veteran Approved:	Yes		

Note: Associate Degree programs require 60 units, or two years/four semesters of study for full-time students. Certificate programs generally require two to four semesters to complete, depending on the program and the student. The cost of attending a community college is \$13 per unit or \$195 per semester (for a student with 15 units). The cost will be \$12 per unit as of July 1998.

Degree Programs Offered:

Accounting & Finance
Administration of Justice
Biomedical Electronics Technology
Business & Commerce
Child & Family Studies
Communications/CATV Technology
Computer Studies
Corrections/Probation
Cosmetology
Drafting Technology
Electronics Technology
General Education
General Studies
Humanities & Fine Arts
Law Enforcement
Machine Tool Technology
Management & Marketing
Natural Science & Mathematics
Nursing
Office Administration Studies
Paralegal Studies
Photography Technology
Police Academy

Napa Valley College--continued

Psychiatric Technician
 Real Estate
 Respiratory Therapy
 Social & Behavioral Sciences
 Telecommunications Technology
 Viticultural Science
 Vocational Nursing
 Welding Technology
 Wildlife Law Enforcement

Certificate Programs Offered:

Administration of Justice-Corrections/Probation

Objective: *Correctional Officer, Probation Officer*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 2 semesters

Administration of Justice-Law Enforcement

Objective: *Police Officer, Sheriff's Deputy*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 2 semesters

Administration of Justice-Wildlife Law Enforcement

Objective: *Game Warden*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 2-3 semesters

Biomedical Electronics Technology

Objective: *Biomedical Equipment Service Technician*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 2-3 semesters

Bookkeeping

Objective: *Bookkeeper, Accounting Clerk*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 2-3 semesters

Communications Technology

Objective: *Video Occupations*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 2-3 semesters

Computer Studies-Management Information Systems, Micro-Computer Applications Specialist

Objective: *Computer Related Occupations*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 3-4 semesters

Child & Family Studies

Objective: *Day Care Provider*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 3-4 semesters

Cosmetology

Objective: *Cosmetologist*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 2 semesters

Drafting Technology-Architectural

Objective: *Drafter, CAD Operator*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 3-4 semesters

Drafting Technology-General

Objective: *Drafter, CAD Operator*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 2-3 semesters

Electronics Technology

Objective: *Electronic Engineering Occupations*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 2 semesters

Environmental Technology

Objective: *Hazardous Materials Technician*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 2-3 semesters

Machine Tool Technology

Objective: *Machinist*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 2-3 semesters

Management & Supervision

Objective: *Office Manager*
 Approximate Cost to Complete: \$13/unit
 Average Time to Complete: 3 semesters

Napa Valley College--continued

Marketing

Objective: *Marketing, Advertising & P.R. Manager*
Approximate Cost to Complete: \$13/unit
Average Time to Complete: 3 semesters

Office Assistant Studies

Objective: *Office Assistant*
Approximate Cost to Complete: \$13/unit
Average Time to Complete: 2 semesters

Paralegal Studies

Objective: *Paralegal, Legal Assistant*
Approximate Cost to Complete: \$13/unit
Average Time to Complete: 2-3 semesters

Photography Technology

Objective: *Photographic Lab Worker*
Approximate Cost to Complete: \$13/unit
Average Time to Complete: 2 semesters

Psychiatric Technician

Objective: *Psychiatric Technician*
Approximate Cost to Complete: \$13/unit
Average Time to Complete: 3-4 semesters

Public Administration

Objective: *Business Related Occupations*
Approximate Cost to Complete: \$13/unit
Average Time to Complete: 3-4 semesters

Respiratory Therapy

Objective: *Respiratory Therapist*
Approximate Cost to Complete: \$13/unit
Average Time to Complete: 3-4 semesters

Telecommunications Technology

Objective: *Electronic Engineering Occupations*
Approximate Cost to Complete: \$13/unit
Average Time to Complete: 4 semesters

Viticulture & Winery Technology

Objective: *Agricultural Related Occupations*
Approximate Cost to Complete: \$13/unit
Average Time to Complete: 3-4 semesters

Vocational Nursing

Objective: *Licensed Vocational Nurse*
Approximate Cost to Complete: \$13/unit
Average Time to Complete: 3-4 semesters

Welding Technology

Objective: *Welder*
Approximate Cost to Complete: \$13/unit
Average Time to Complete: 2-3 semesters

Wine Marketing & Sales

Objective: *Sales Representative*
Approximate Cost to Complete: \$13/unit
Average Time to Complete: 3-4 semesters

Pacific Union College

460 Howell Mountain Road, Angwin, CA 94508

Phone: 707-965-6311 or 800-862-7080 Fax: 707-965-6432

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	Yes
Career Counseling:	Yes	Academic Advising:	Yes
Career Assessment:	No	Tutorial Services:	Yes
Public Transp. Nearby:	No	ESL Courses:	Yes
On-Site Child Care:	Yes	GED Assistance:	No
Veteran Approved:	Yes		

Note: Associate Degree programs usually require two years (six quarters) of study for full-time students. Bachelor Degree programs usually require four years (twelve quarters) of study for full-time students. The cost per quarter is \$4,323 or \$12,960 per year.

Degree Programs Offered:

Applied Mathematics (Bachelor)
 Art History (Bachelor)
 Behavioral Science (Bachelor)
 Biochemistry (Bachelor)
 Biology (Bachelor)
 Biophysics (Bachelor)
 Business Administration: Accounting (Bachelor)
 Business Administration: Administrative Services (Bachelor)
 Business Administration: Fashion Marketing (Bachelor)
 Business Administration: Finance (Bachelor)
 Business Administration: General Business (Bachelor)
 Business Administration: Information Systems (Bachelor)
 Business Administration: International Business (Bachelor)
 Business Administration: Management (Bachelor)
 Business Administration: Marketing (Bachelor)
 Business Education: Business Administration (Bachelor)
 Business Education: Office Administration (Bachelor)
 Chemistry (Bachelor)
 Communication (Bachelor)
 Computer Science: Data Processing & Management (Bachelor)
 Digital Media Technology (Bachelor)
 Early Child Education (Associate)

Early Child Education (Bachelor)
 Electronics (Associate)
 Elementary Education: Reading (Graduate)
 Engineering Technology: Drafting & Design (Associate, Bachelor)
 Engineering Technology: Electronics (Associate, Bachelor)
 Engineering Technology: General (Associate, Bachelor)
 Engineering Technology: Manufacturing (Associate, Bachelor)
 Engineering Technology: Robotics (Associate, Bachelor)
 Engineering Technology: Transportation (Associate, Bachelor)
 English: British & American Literature (Bachelor)
 English: English as a Second Language (Certificate)
 English: English as a Second Language (Bachelor)
 English: English Education (Bachelor)
 English: Writing (Bachelor)
 Family & Consumer Sciences (Bachelor)
 Fashion Merchandising (Associate)
 Fine Arts (Bachelor)
 Foods & Nutrition (Associate)
 Foods & Nutrition (Bachelor)
 French (Bachelor)
 General Studies (Associate)
 Graphic Design (Bachelor)
 Graphics Technology (Bachelor)
 History (Bachelor)
 History & Government (Bachelor)
 Industrial Technology & Management: Aviation (Bachelor)
 Industrial Technology & Management: General (Bachelor)
 Industrial Technology & Management: Manufacturing (Bachelor)
 Industrial Technology & Management: Transportation (Bachelor)
 Industrial Technology Education (Bachelor)
 Interdisciplinary Studies (Bachelor)
 International Communication: French (Bachelor)
 International Communication: German (Bachelor)
 International Communication: Spanish (Bachelor)
 Journalism (Bachelor)
 Lay Ministries & Bible Instructor Training (Associate)
 Liberal Studies (Bachelor)
 Mathematics (Bachelor)
 Medical Physics (Bachelor)
 Medical Technology (Bachelor)
 Music (Bachelor)
 Music Education (Bachelor)

Pacific Union College--continued

Music: Performance (Bachelor)
 Natural Science (Bachelor)
 Nursing (Bachelor)
 Office Administration (Bachelor)
 Office Administration: Executive (Associate)
 Office Administration: Information/Word Processing (Associate)
 Office Administration: Legal (Associate)
 Office Administration: Medical (Associate)
 Photography (Associate)
 Physical Education: Commercial Fitness Management (Bachelor)
 Physical Education: Teacher Education (Bachelor)
 Physics (Bachelor)
 Piano Pedagogy (Associate)
 Pre-Medical Technology (Bachelor)
 Psychology (Bachelor)
 Public Relations (Bachelor)
 Religion (Bachelor)
 Residential Interior Design (Associate)
 Residential Interior Design (Bachelor)
 Robotics (Associate)
 Social Studies (Bachelor)
 Social Work (Bachelor)
 Spanish (Bachelor)
 Teaching Credential: Elementary (Bachelor)
 Teaching Credential: Secondary (Bachelor)
 Theology (Bachelor)

Preprofessional/Transfer Programs Offered:

Architecture
 Cytotechnology
 Dental Hygiene
 Dentistry
 Dietetics
 Engineering
 Health Information Administration
 Law
 Medical Radiology
 Medical Technology
 Medicine
 Nurse Practitioner

Occupational Therapy
 Occupational Therapy Assisting
 Optometry
 Osteopathy
 Pharmacy
 Physical Therapist Assisting
 Physical Therapy
 Physician Assistant
 Public Health
 Respiratory Therapy
 Speech Pathology & Audiology
 Surgical Technology
 Veterinary Medicine

Vintage Academy of Hair Design

2110 Main Street, Napa, CA 94558
 Phone: 707-226-1845

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Learning Disabilities Pgm:	No
Career Counseling:	No	Academic Advising:	Yes
Career Assessment:	No	Tutorial Services:	No
Public Transp. Nearby:	Yes	ESL Courses:	No
On-Site Child Care:	No	GED Assistance:	No
Veteran Approved:	Yes		

Certificate Programs Offered:

Cosmetology

Objective: *Cosmetologist*
 Approximate Cost to Complete: \$590
 Average Time to Complete: 1600 hours (10 months)

Manicurist

Objective: *Manicurist*
 Approximate Cost to Complete: \$450
 Average Time to Complete: 400 hours

Appendix

Research Methods

Introduction

The California Cooperative Occupational Information System (CCOIS) is a partnership program between the Employment Development Department's Labor Market Information Division (LMID) and local employment and training agencies (Local Partners). LMID determines the research methods and standards, provides technical support, and allocates most of the funding required to operate a CCOIS project. The Local Partners (LPs) select the occupations to be studied, conduct the research, analyze the data, and prepare and distribute annual reports. The LP in Napa County is the Napa County Training and Employment Center (TEC). The following is an outline of the CCOIS occupational study method/process. For more specific information on survey methodology, please call the Occupational Research Group at 916-984-9615.

CCOIS Program Cycle

- ◆ Twenty to twenty-five occupations are selected for study
- ◆ Stratified survey samples are developed and refined
- ◆ Survey questionnaires are prepared for each occupation
- ◆ Extensive surveys are conducted with local employers
- ◆ Data is reviewed, coded and keyed into a CCOIS database
- ◆ Data is analyzed and summarized
- ◆ Occupational Outlook publications are produced and distributed

Occupation Selection and Definition

There is a variety of criteria used to help select the survey occupations. However, the primary objective is to survey occupations which are of most interest to the users in the community within the limitations of a standardized research program. As a result, CCOIS occupational studies tend to focus on larger or commonly known occupations, rather than on smaller or highly specialized occupations.

The following criteria is used by the LP to help prioritize possible survey occupations:

- ◆ The occupation should be adequately defined by the OES classification system
- ◆ The occupation should have a substantial employment base
- ◆ There should be a substantial number of projected job openings

- ◆ The potential salary level should be adequate so as to avoid the need for public assistance
- ◆ The occupation should require at least some postsecondary education or training
- ◆ The occupation should be of interest to local program planners or training providers
- ◆ The occupations should vary enough so that certain employers won't be overburdened with survey requests

Unless otherwise noted, the survey occupations are defined using definitions from the Occupational Employment Statistics (OES) Dictionary published by the U.S. Department of Labor. Although there are many exceptions, OES definitions are usually the best choices for occupational outlook surveys because they are sufficiently broad without being too vague in their descriptions. Using OES classifications has another important benefit in being the same classification system used by LMID to produce occupational employment projections (estimates of occupational size, growth, and separations) which adds an important information element to the CCOIS surveys of local employers.

Non-OES Surveys

Some occupations to be studied lack an adequate OES classification. In such cases, the LP may develop a new or non-standard occupational definition (e.g., a modified DOT title) and conduct what is called a "non-OES survey." Unless otherwise noted, non-OES surveys are conducted using the standard CCOIS survey methods. LPs are generally limited to doing three or four non-OES surveys per year. However, these may include special studies of industries, career clusters, self-employment, or new and emerging occupations.

Survey Sample Design

After the occupations are selected for study, a survey sample of local employers is developed for each occupation. Since LPs don't survey the local "universe" for most occupations, a considerable amount of time is invested to ensure that the survey samples are representative. For each occupation studied, a survey sample of about 40 employers (or as many as can be found locally) is designed to include all major employing industries for each survey occupation. In addition, the number of employees for each employer is considered to ensure that the sample represents the employers most likely to provide future employment. For most occupations, the largest employers will be surveyed more often than the smaller employers. However, for some occupations, smaller employers may be more appropriate. Initially, the survey samples are designed by LMID staff, using

Research Methods--continued

detailed databases on employers and occupational staffing within industries. The draft sample of employers for each of the survey occupations is then carefully reviewed and edited by the LP. Employers are added and deleted, as appropriate, to obtain a sample of about 40 employers per occupation (or as many as can be found, if the local universe of employers is less than 40).

Questionnaire Development

A two-page employer survey questionnaire with twenty standardized questions is prepared for each survey occupation (see sample questionnaire). In addition, many LPs develop a third page to ask additional questions which usually includes a set of skills and qualifications questions.

Employer Survey Procedures

Employer representatives are identified and contacted by the LP by telephone and are asked to participate, either by phone, fax, or mail survey. To encourage participation from a high percentage of employers, they are assured that any information they provide will be kept strictly confidential and that any information published will be prepared in summary form and will not identify any specific employers. The appropriate survey respondent is generally a person responsible for the hiring of personnel in the survey occupation. All completed and/or returned questionnaires are reviewed and checked for consistency and completeness. Unclear or inconsistent responses are clarified through follow-up phone calls to the survey respondent. Completed questionnaires are then coded for data entry purposes. In a standard size employer sample of 40 potential respondents, the LP's response goal is to collect at least 15 completed questionnaires. The smaller the sample size, the greater the response rate required. The LP must also meet or exceed industry and employment response goals to ensure that the data is adequately representative. (See Survey Responses on the following page for employer survey response information for each occupation studied.)

Data Entry, Tabulation, and Summary

Coded survey responses are entered into the CCOIS database and basic data tabulations are prepared to be used in the analysis process. From those tabulations, the data is analyzed by the LP and draft occupational outlook

profiles are prepared. The draft profiles and other report materials are then reviewed by LMID analysts. Following the review and editing process, an Occupational Outlook Report is printed and distributed to key organizations in the local area (e.g. schools, career centers, libraries, employment and training agencies, participating employers, training providers, etc.).

Survey Responses

Survey responses for each occupation studied are listed on the following page.

Sample Questionnaire

A sample of the employer survey instrument follows on page 190.

Survey Responses

Occupation	Employers Surveyed, Employees Represented
Accountants and Auditors (1997)	16, 65
Automotive Body and Related Repairers (1995)	9, 35
Automotive Mechanics (1994)	16,106
Bakers, Bread and Pastry (1966)	13, 50
Bookkeeping, Accounting & Auditing Clerks (1994)	17, 85
Bus & Truck Mechanics & Diesel Engine Specialists (1996)	17, 44
Carpenters (1994)	10, 49
Cashiers (1994)	15,262
Child Care Workers (1995)	21,129
Computer Network (LAN/WAN) Technicians (1996)	4, 6
Computer Programmers, Including Aides (1996)	9, 26
Cooks, Restaurant (1994)	16,155
Cooks, Specialty Fast Food (1994)	13,197
Cost Estimators (1995)	11, 25
Counter and Rental Clerks (1997)	16, 93
Crushing, Grinding & Mixing Machine Operators (1996)	12, 16
Data Processing Equipment Repairers (1997)	4, 7
Dental Assistants (1997)	24, 52
Dental Hygienists (1997)	15, 36
Drafters (1995)	17, 28
Electricians (1996)	14, 76
Enologists (1997)	17, 33
Farm Equipment Mechanics (1997)	13, 24
Farm Equipment Operators (1997)	16, 70
First Line Supervisors & Managers, Clerical (1995)	NA
First Line Supervisors, Agricultural, Forestry & Fishing (1996)	16, 48
Food Preparation Workers (1995)	NA
Gardeners & Groundskeepers, Except Farm (1994)	10,116
General Office Clerks (1994)	18,250
Grocery Checkers (1997)	16, 54
Hairdressers, Hairstylists & Cosmetologists (1997)	7, 41
Hazardous Materials Technicians (1994)	3, 18
Heating, Air Conditioning & Refrigeration Mechanics (1994)	8, 37
Home Health Care Workers (1996)	7, 70
Hosts & Hostesses - Restaurant, Lounge or Coffee Shop (1997)	16, 57
Hotel Desk Clerks (1995)	14, 72
Housekeeping Supervisors (1996)	13, 19
Human Service Workers (1995)	13, 54
Instructional Aides (1997)	16,346

Occupation	Employers Surveyed, Employees Represented
Insurance Policy Processing Clerks (1994)	7, 27
Janitors and Cleaners (1995)	NA
Laboratory Technicians, Winery (1996)	17, 51
Licensed Vocational Nurses (1995)	12,119
Lodging Managers (1996)	12, 45
Maids & Housekeeping Cleaners (1994)	16,146
Maintenance Repairers, General Utility (1994)	22,104
Marketing, Advertising & Public Relations Managers (1994)	7, 16
Medical Assistants (1994)	9, 50
Multimedia Design & Production Specialists (1996)	8, 25
Nurse Aides (1995)	12,298
Packaging & Filling Machine Operators (1994)	12,133
Painters and Paperhangers (1997)	11, 32
Paralegal Personnel (1997)	9, 22
Personal & Home Care Aides (1997)	13, 91
Pharmacy Technicians (1997)	9, 29
Physical Therapy Aides (1996)	7, 15
Physical Therapy Assistants (1996)	7, 11
Plumbers, Pipefitters & Steamfitters (1996)	9, 26
Psychiatric Technicians (1995)	3,418
Receptionists & Information Clerks (1995)	18, 54
Registered Nurses (1996)	16,117
Sales Representatives, Except Scientific Products (1995)	12, 46
Salespersons, Retail (1994)	14,297
Secretaries, General (1995)	17, 76
Secretaries, Legal (1995)	15, 52
Secretaries, Medical (1996)	21, 66
Separating, Filtering & Still Machine Operators (1995)	NA
Systems Analysts, Electronic Data Processing (1997)	10, 14
Teachers, Secondary School (1996)	5,163
Telecommunications Technicians (1997)	4, 17
Tellers (1995)	17,179
Traffic Shipping & Receiving Clerks (1995)	11, 24
Travel Agents (1997)	9, 39
Truck Drivers, Heavy or Tractor Trailer (1994)	5, 22
Truck Drivers, Light (1994)	8, 71
Veterinary Assistants (1997)	9, 30
Vocational & Educational Counselors (1996)	7, 55
Waiters & Waitresses (1996)	15,453

Sample Questionnaire

Occupational References

Accountants & Auditors (OES 211140)

California Occupational Guides: See Accountants and Auditors

Occupational Outlook Handbook: See Accountants and Auditors

Dictionary of Occupational Titles:

Accountant, Tax	160.162-010
Accountant	160.162-018
Accountant, Budget	160.162-022
Accountant, Cost	160.162-026
Auditor, Data Processing	160.162-030
Accountant, Property	160.167-022
Accountant, Systems	160.167-026
Auditor, County Or City	160.167-030
Auditor, Internal	160.167-034
Auditor, Tax	160.167-038
Bursar	160.167-042
Auditor	160.167-054
Director, Utility Accounts	160.267-014

Automotive Body & Related Repairers (OES 853050)

California Occupational Guides: See Automobile-Body Repairers

Occupational Outlook Handbook: See Automotive Body Repairers

Dictionary of Occupational Titles:

Squeak, Rattle, and Leak Repairer	620.364-010
Used-Car Renovator	620.684-034
Shop Estimator	807.267-010
Truck-Body Builder	807.281-010
Automobile-Body Customizer	807.361-010
Automobile-Body Repairer	807.381-010
Frame Repairer	807.381-018
Service Mechanic	807.381-022
Auto-Body Repairer, Fiberglass	807.381-030
Frame Straightener	807.484-010
Automobile-Bumper Straightener	807.684-010
Paint Sprayer, Sandblaster	845.381-018
Glass Installer	865.684-010

Automotive Mechanics (OES 853020)

California Occupational Guides: See Automobile Mechanics

Occupational Outlook Handbook: See Automotive Mechanics

Dictionary of Occupational Titles:

Automobile Mechanic	620.261-010
Automobile Mechanic Apprentice	620.261-012

Automobile-Service-Station Mechanic	620.261-030
Automotive-Cooling-System Diagnostic Tech.	620.261-034
Air-Conditioning Mechanic	620.281-010
Brake Repairer	620.281-026
Carburetor Mechanic	620.281-034
Front-End Mechanic	620.281-038
Maintenance Mechanic	620.281-046
Transmission Mechanic	620.281-062
Tune-Up Mechanic	620.281-066
Vehicle Fuel-Systems Converter	620.281-070
Automobile-Radiator Mechanic	620.381-010
Repairer, Heavy	620.381-022
Brake Adjuster	620.684-018
Clutch Rebuilder	620.684-022
Fuel-Injector Servicer	625.281-022
Wheelwright	706.381-046
New Car Get-Ready Mechanic	806.361-026
Automobile-Accessories Installer	806.684-038
Muffler Installer	807.664-010
Floor Service worker, Spring	807.684-022
Automatic-Window-Seat-and-Top-Lift Repairer	825.381-014

Bakers, Bread & Pastry (OES 650210)

California Occupational Guides: See Retail Baker; see also Bakers and Production Workers

Occupational Outlook Handbook: See Chefs, Cooks, and Other Kitchen Workers

Dictionary of Occupational Titles:

Baker, Second	313.361-010
Pie Maker	313.361-038
Baker	313.381-010
Cook Apprentice, Pastry	313.381-018
Cook, Pastry	313.381-026

Bookkeeping, Accounting & Auditing Clerks (OES 553380)

California Occupational Guides: See Bookkeeping, Accounting, and Auditing Clerks

Occupational Outlook Handbook: See Bookkeeping, Accounting, and Auditing Clerks

Dictionary of Occupational Titles:

Checker II	209.687-010
Distribution-Accounting Clerk	210.362-010
Account-Information Clerk	210.367-010
Foreign-Exchange-Position Clerk	210.367-014
Audit Clerk	210.382-010

Bookkeeping, Accounting & Auditing Clerks--continued

Bookkeeper	210.382-014
Classification-Control Clerk	210.382-030
Credit-Card Clerk	210.382-038
Fixed-Capital Clerk	210.382-042
General-Ledger Bookkeeper	210.382-046
Mortgage-Loan-Computation Clerk	210.382-050
Night Auditor	210.382-054
Securities Clerk	210.382-062
Collection Clerk	216.362-014
Food-And-Beverage Controller	216.362-022
Mortgage-Accounting Clerk	216.362-026
Reserves Clerk	216.362-034
Electronics Funds Transfer Coordinator	216.362-038
Margin Clerk I	216.362-042
Budget Clerk	216.382-022
Clearing-House Clerk	216.382-026
Returned-Item Clerk	216.382-058
Accounting Clerk	216.482-010
Dividend-Deposit-Voucher Clerk	216.482-026
Booking Clerk	216.587-010
Voucher Clerk	219.362-066
Canceling and Cutting Control Clerk	219.367-042
Letter-of-Credit Clerk	219.367-050
Tax Clerk	219.487-010
Parimutuel-Ticket Checker	219.587-010

Bus & Truck Mechanics & Diesel Engine Specialists (OES 853110)

California Occupational Guides: See Bus and Truck Mechanics and Diesel Engine Specialists

Occupational Outlook Handbook: See Diesel Mechanics

Dictionary of Occupational Titles:

Maintenance Mechanic	620.281-046
Mechanic, Industrial Truck	620.281-050
Tractor Mechanic	620.281-058
Diesel Mechanic	625.281-010
Diesel-Mechanic Apprentice	625.281-014
Diesel-Engine Erector	625.361-010

Carpenters (OES 871020)

California Occupational Guides: See Carpenters

Occupational Outlook Handbook: See Carpenters

Dictionary of Occupational Titles:

Carpenter, Prototype	806.281-058
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Carpenter, Maintenance	860.281-010
Carpenter, Ship	860.281-014
Boatbuilder, Wood	860.361-010
Boatbuilder, Apprentice-Wood	860.361-014
Carpenter	860.381-022
Carpenter-Apprentice	860.381-026
Carpenter, Bridge	860.381-030
Carpenter, Mold	860.381-034
Carpenter, Railcar	860.381-038
Carpenter, Rough	860.381-042
Form Builder	860.381-046
Joiner	860.381-050
Joiner-Apprentice	860.381-054
Shipwright	860.381-058
Shipwright-Apprentice	860.381-062
Tank Builder and Erector	860.381-066
Tank Erector	860.381-070
Carpenter I	860.664-010
Carpenter II	860.681-010
Builder, Beam	860.684-010
Sider	860.684-014
Composition-Weatherboard Applier	863.684-010
Sign Erector-and-Repairer	869.361-018
House Repairer	869.381-010
Timber Framer	869.381-034
Assembler, Sub-Assembly	869.684-018
Lay-Out Worker	869.684-034
Roof Assembler I	869.684-012
Prop Maker	962.281-010

Cashiers (OES 490230)

California Occupational Guides: See Cashiers

Occupational Outlook Handbook: See Cashiers

Dictionary of Occupational Titles:

Order Clerk, Food and Beverage	209.567-014
Cashier I	211.362-010
Paymaster of Purses	211.367-010
Cashier II	211.462-010
Cashier-Checker	211.462-014
Cashier-Wrapper	211.462-018
Cashier, Gambling	211.462-022
Check Cashier	211.462-026
Drivers'-Cash Clerk	211.462-030
Teller	211.462-034
Toll Collector	211.462-038

Cashiers--continued

Cashier, Courtesy Booth	211.467-010
Money Counter	211.467-014
Parimutuel-Ticket Cashier	211.467-018
Parimutuel-Ticket Seller	211.467-022
Sheet Writer	211.467-026
Ticket Seller	211.467-030
Change Person	211.467-034
Cashier, Tube Room	211.482-010
Information Clerk-Cashier	249.467-010
Auction Clerk	294.567-010

Child Care Workers (OES 680380)

California Occupational Guides: See Child Care Workers (Aides)**Occupational Outlook Handbook:** See Preschool Workers**Dictionary of Occupational Titles:**

Child-Care Attendant, School	355.674-010
Attendant, Children's Institution	359.677-010
Nursery School Attendant	359.677-018
Playroom Attendant	359.677-026

Computer Network (LAN/WAN) Technicians (No OES or DOT codes identified)

California Occupational Guides: See LAN/WAN Managers; See also

Computer Systems Analysts

Occupational Outlook Handbook: See Computer Scientists and Systems Analysts

Computer Programmers, Including Aides (OES 251051)

California Occupational Guides: See Computer Programmers**Occupational Outlook Handbook:** See Computer Programmers**Dictionary of Occupational Titles:**

Computer Programmer	030.162-010
Programmer, Engineering and Scientific	030.162-018
Chief, Computer Programmer	030.167-010
Photo Mask Technician, Electron-Beam	972.382-022

Cooks, Restaurant (OES 650260)

California Occupational Guides: See Cooks and Chefs**Occupational Outlook Handbook:** See Chefs, Cooks, and Other Kitchen Workers**Dictionary of Occupational Titles:**

Chef De Froid	313.281-010
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Cook	313.361-014
Cook, Apprentice	313.361-018
Cook, Specialty, Foreign Food	313.361-030
Garde Manger	313.361-034
Cook, Barbecue	313.381-022
Ice-Cream Chef	313.381-034
Cook, Station	315.361-022
Cook, Larder	315.381-014
Cook, Railroad	315.381-018

Cooks, Specialty Fast Food (OES 650320)

California Occupational Guides: See Cooks and Chefs**Occupational Outlook Handbook:** See Chefs, Cooks, and Other Kitchen Workers**Dictionary of Occupational Titles:**

Cook, Specialty	313.361-026
Cook, Fast Food	313.374-010
Baker, Pizza	313.381-014

Cost Estimators (OES 219020)

California Occupational Guides: Not Available**Occupational Outlook Handbook:** See Cost Estimators**Dictionary of Occupational Titles:**

Estimator	169.267-038
Estimator, Paperboard Boxes	221.362-018
Estimator, Printing	221.367-014
Lumber Estimator	221.482-014

Counter & Rental Clerks (OES 490170)

California Occupational Guides: See Counter & Rental Clerks**Occupational Outlook Handbook:** See Counter & Rental Clerks**Dictionary of Occupational Titles:**

Laundry Pricing Clerk	216.482-030
Counter Clerk	249.362-010
Counter Clerk	249.366-010
Apparel-Rental Clerk	295.357-010
Tool-and-Equipment-Rental Clerk	295.357-014
Furniture-Rental Consultant	295.357-018
Airplane-Charter Clerk	295.367-010
Baby-Stroller and Wheelchair Rental Clerk	295.367-014
Storage-Facility Rental Clerk	295.367-026
Bicycle-Rental Clerk	295.467-010
Boat-Rental Clerk	295.467-014
Hospital-Television-Rental Clerk	295.467-018

Counter & Rental Clerks--continued

Trailer-Rental Clerk	295.467-022
Automobile Rental Clerk	295.467-026
Watch-and-Clock-Repair Clerk	299.367-018
Fur-Storage Clerk	369.367-010
Rug Measurer	369.367-014
Manager, Branch Store	369.467-010
Service-Establishment Attendant	369.477-014
Self-Service-Laundry-and-Dry-Cleaning Attendant	369.677-010

Crushing, Grinding & Mixing Machine Operators (OES 929650)

California Occupational Guides: Not Available**Occupational Outlook Handbook:** Not Available**Dictionary of Occupational Titles:** 362 related DOT titles

Data Processing Equipment (Computer) Repairers (OES 857050)

California Occupational Guides: See Data Processing Equipment Repairers;

See also Electronics Repairers

Occupational Outlook Handbook: See Computer and Office Machine

Repairers; See also Engineering Technicians

Dictionary of Occupational Titles:

Assembly Technician	633.261-010
Field Service Engineer	828.261-014

Dental Assistants (OES 660020)

California Occupational Guides: See Dental Assistants**Occupational Outlook Handbook:** See Dental Assistants**Dictionary of Occupational Titles:**

Dental Assistant	079.361-018
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Dental Hygienists (OES 329080)

California Occupational Guides: See Dental Hygienists**Occupational Outlook Handbook:** See Dental Hygienists**Dictionary of Occupational Titles:**

Dental Hygienist	078.361-010
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Drafters (OES 225140)

California Occupational Guides: See Drafting Occupations**Occupational Outlook Handbook:** See Drafters**Dictionary of Occupational Titles:**

Drafter, Architectural	001.261-010
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Drafter, Landscape	001.261-014
Drafter, Aeronautical	002.261-010
Supervisor, Drafting and Printed Circuit Design	003.131-010
Controls Designer	003.261-014
Integrated Circuit Layout Designer	003.261-018
Printed Circuit Designer	003.261-022
Drafter, Electrical	003.281-010
Drafter, Electronic	003.281-014
Drafter, Civil	005.281-010
Drafter, Structural	005.281-014
Die Designer	007.161-010
Die-Designer Apprentice	007.161-014
Engineering Assistant, Mechanical Equipment	007.161-018
Chief Drafter	007.261-010
Drafter, Castings	007.261-014
Drafter, Patent	007.261-018
Drafter, Tool Design	007.261-022
Drafter, Mechanical	007.281-010
Drafter, Directional Survey	010.281-010
Drafter, Geological	010.281-014
Drafter, Geophysical	010.281-018
Drafter, Marine	014.281-010
Drafter, Chief, Design	017.161-010
Design Drafter, Electromechanisms	017.261-014
Detailer	017.261-018
Detailer, Furniture	017.261-022
Drafter, Commercial	017.261-026
Drafter, Detail	017.261-030
Drafter, Heating and Ventilating	017.261-034
Drafter, Plumbing	017.261-038
Drafter, Automotive Design	017.261-042
Auto-Design Detailer	017.281-010
Drafter Apprentice	017.281-014
Drafter, Assistant	017.281-018
Drafter, Automotive Design Layout	017.281-026
Drafter, Oil and Gas	017.281-030
Technical Illustrator	017.281-034
Test Fixture Designer	726.364-014

Electricians (OES 872020)

California Occupational Guides: See Electricians**Occupational Outlook Handbook:** See Electricians**Dictionary of Occupational Titles:**

Street-Light Repairer	729.381-018
Installer, Electrical, Plumbing, Mechanical	806.381-062

Electricians--continued

Protective-Signal Installer	822.361-018
Protective-Signal Repairer	822.361-022
Electrician	824.261-010
Electrician Apprentice	824.261-014
Airport Electrician	824.281-010
Neon-Sign Servicer	824.281-018
Street-Light Servicer	824.381-010
Electrician	824.681-010
Electrician	825.381-030
Electrician Apprentice	825.381-034
Electrician, Maintenance	829.261-018
Trouble Shooter I	952.364-010
Switch Inspector	952.381-010

Enologists (Modified DOT 183.161-999)

California Occupational Guides: See Enologists/Wine Makers**Occupational Outlook Handbook:** Not Available

Farm Equipment Mechanics (OES 853210)

California Occupational Guides: See Bus & Truck Mechanics & Diesel Eng.**Occupational Outlook Handbook:** See Farm Equipment Mechanics**Dictionary of Occupational Titles:**

Farm-Equipment Mechanic I	624.281-010
Farm-Equipment-Mechanic Apprentice	624.281-014
Sprinkler-Irrigation-Equipment Mechanic	624.361-014
Assembly Repairer	624.381-010
Farm-Equipment Mechanic II	624.381-014
Greaser	624.684-010
Dairy-Equipment Repairer	629.281-018

Farm Equipment Operators (OES 790210)

California Occupational Guides: See Farmworker Occupations**Occupational Outlook Handbook:** Not Available**Dictionary of Occupational Titles:**

Farmworker, Grain I	401.683-010
Farmworker, Rice	401.683-014
Farmworker, Vegetable I	402.663-010
Farmworker, Fruit I	403.683-010
Farmworker, Field Crop I	404.663-010
Seed-Potato Arranger	404.685-010
Growth-Media Mixer, Mushroom	405.683-014
Hydro-Sprayer Operator	408.662-010

Farm-Machine Operator	409.683-010
Field Hauler	409.683-014
Farm-Machine Tender	409.685-010
Farmworker, Machine	409.686-010
Ginner	429.685-010
Thresher, Broomcorn	429.685-014

First Line Supervisors & Managers, Clerical (OES 510020)

California Occupational Guides: See Management Trainee**Occupational Outlook Handbook:** See Clerical Supervisors and Managers**Dictionary of Occupational Titles:**

Shelving Supervisor	109.137-010
Manager, Customer Service	168.167-058
Supervisor, Steno Pool	202.132-010
Supervisor, Telegraphic-Typewriter Operators	203.132-010
Supervisor, Transcribing Operators	203.132-014
Supervisor, Word Processing	203.137-010
Typing Section Chief	203.137-014
Supervisor, Survey Workers	205.137-014
Admitting Officer	205.162-010
Supervisor, Files	206.137-010
Chief Clerk, Print Shop	207.137-010
Supervisor, Personnel Clerks	209.132-010
Technical Coordinator	209.132-014
Mailroom Supervisor	209.137-010
Meter Reader, Chief	209.137-014
Supervisor, Agency Appointments	209.137-018
Supervisor, Marking Room	209.137-026
Supervisor, Audit Clerks	210.132-010
Teller, Head	211.132-010
Supervisor, Cashiers	211.137-010
Supervisor, Food Checkers and Cashiers	211.137-014
Supervisor, Money-Room	211.137-018
Supervisor, Tellers	211.137-022
Supervisor, Computer Operations	213.132-010
Documentation Supervisor	214.137-010
Supervisor, Statement Clerks	214.137-014
Rate Supervisor	214.137-018
Supervisor, Accounts Receivable	214.137-022
Crew Scheduler, Chief	215.137-010
Supervisor, Payroll	215.137-014
Supervisor, Force Adjustment	215.137-018
Supervisor, Accounting Clerks	216.132-010
Supervisor, Securities Vault	216.132-014
Cost-and-Sales-Record Supervisor	216.137-010

First Line Supervisors & Managers, Clerical--continued

Transfer Clerk, Head	216.137-014
Proof-Machine-Operator Supervisor	217.132-010
Supervisor, Policy-Change Clerks	219.132-010
Supervisor, Trust Accounts	219.132-014
Supervisor, Underwriting Clerks	219.132-022
Field Cashier	219.137-010
Chief Clerk, Measurement Department	221.132-010
Control Clerk, Head	221.137-010
Supervisor, Production Clerks	221.137-014
Supervisor, Production Control	221.137-018
Film-Vault Supervisor	222.137-010
Linen-Room Supervisor	222.137-014
Magazine Supervisor	222.137-018
Mailroom Supervisor	222.137-022
Petroleum-Inspector Supervisor	222.137-026
Shipping-and-Receiving Supervisor	222.137-030
Stock Supervisor	222.137-034
Stock-Control Supervisor	222.137-038
Supervisor, Assembly Stock	222.137-042
Tool-Crib Supervisor	222.137-046
Vault Cashier	222.137-050
Sack-Department Supervisor	229.137-010
Yard Supervisor	229.137-014
Supervisor, Delivery Department	230.137-014
Supervisor, Mail Carriers	230.137-018
Central-Office-Operator Supervisor	235.132-010
Communication-Center Coordinator	235.132-014
Telephone Operator, Chief	235.137-010
Supervisor, Telephone Information	237.137-010
Supervisor, Travel-Information Center	237.137-014
Manager, Reservations	238.137-010
Senior Reservations Agent	238.137-014
Supervisor, Gate Services	238.137-018
Supervisor, Ticket Sales	238.137-022
Supervisor, Telephone Clerks	239.132-010
Customer Service Representative Supervisor	239.137-014
Route Supervisor	239.137-018
Service Observer, Chief	239.137-022
Supervisor, Public Message Service	239.137-026
Supervisor, Credit and Loan Collections	241.137-010
Supervisor, Customer-Complaint Service	241.137-014
Supervisor, Claims	241.137-018
Supervisor, Mails	243.137-010

Supervisor, Advertising-Dispatch Clerks	247.137-010
Supervisor, Classified Advertising	247.137-014
Booking Supervisor	248.137-010
Purchasing-and-Claims Supervisor	248.137-014
Supervisor, Customer Services	248.137-018
Office Supervisor, Animal Hospital	249.137-010
Supervisor, Contact and Service Clerks	249.137-014
Supervisor, Correspondence Section	249.137-018
Supervisor, Customer Records Division	249.137-022
Supervisor, Order Takers	249.137-026
Supervisor, Real-Estate Office	249.137-030
Supervisor, Lending Activities	249.137-034
Automobile-Club-Safety-Program Coordinator	249.167-010
Coin-Machine-Collector Supervisor	292.137-010
Supervisor, Safety Deposit	295.137-010
Secretary of Police	375.137-022
Complaint Evaluation Supervisor	375.137-038
Supervisor, Telecommunicator	379.132-010
Supervisor, Central Supply	381.137-014
Boxing-and-Pressing Supervisor	789.137-010
Baggage-and-Mail Agent	910.137-010
Station Agent I	910.137-038
Senior-Commissary Agent	922.137-010
Dispatcher, Chief, Service Or Work	959.137-010
Dispatcher, Service, Chief	959.137-014
Order Dispatcher, Chief	959.137-018

First Line Supervisors, Agricultural & Forestry (OES 720020)

California Occupational Guides: See Management Trainee**Occupational Outlook Handbook:** Not Available**Dictionary of Occupational Titles:**

Field Supervisor, Seed Production	180.167-014
Group Leader	180.167-022
Migrant Leader	180.167-050
Supervisor, Area	401.137-010
Supervisor, Detasseling Crew	401.137-014
Supervisor, Vegetable Farming	402.131-010
Supervisor, Tree-Fruit-and-Nut Farming	403.131-010
Supervisor, Vine-Fruit Farming	403.131-014
Supervisor, Field-Crop Farming	404.131-010
Supervisor, Shed Workers	404.131-014
Supervisor, Horticultural-Specialty Farming	405.131-010
Supervisor, Rose-Grading	405.137-010
Supervisor, Cemetery Workers	406.134-010
Supervisor, Landscape	406.134-014

First Line Supervisors, Agricultural & Forestry--continued

Greenskeeper I	406.137-010
Superintendent, Greens	406.137-014
Supervisor, Diversified Crops	407.131-010
Supervisor, Spray, Lawn and Tree Service	408.131-010
Supervisor, Insect and Disease Inspection	408.137-010
Supervisor, Tree-Trimming	408.137-014
Harvest Contractor	409.117-010
Supervisor, Picking Crew	409.131-010
Irrigator, Head	409.137-010
Row Boss, Hoeing	409.137-014
Barn Boss	410.131-010
Supervisor, Artificial Breeding Ranch	410.131-014
Supervisor, Dairy Farm	410.131-018
Supervisor, Stock Ranch	410.131-022
Supervisor, Wool-Shearing	410.134-014
Supervisor, Kennel	410.134-018
Supervisor, Research Dairy Farm	410.134-022
Camp Tender	410.137-010
Top Screw	410.137-014
Supervisor, Animal Maintenance	410.137-018
Supervisor, Poultry Farm	411.131-010
Supervisor, Poultry Hatchery	411.137-010
Supervisor, Game Farm	412.131-010
Animal Keeper, Head	412.137-010
Supervisor, Laboratory Animal Facility	418.137-010
Supervisor, Research Kennel	418.137-014
Supervisor, Shellfish Farming	446.133-010
Supervisor, Fish Hatchery	446.134-010
Forest Nursery Supervisor	451.137-010
Supervisor, Christmas-Tree Farm	451.137-014
Supervisor, Log Sorting	455.134-010
Supervisor, Logging	459.133-010
Hook Tender	921.131-010
Yard Supervisor, Cotton Gin	929.137-034

Food Preparation Workers (OES 650380)

California Occupational Guides: See Bakers and Production Workers**Occupational Outlook Handbook:** See Food and Beverage Service

Occupations; see also Chefs, Cooks and other Kitchen Workers

Dictionary of Occupational Titles:

Raw Shellfish Preparer	311.674-014
Baker Helper	313.684-010
Cook Helper, Pastry	313.687-010

Carver	316.661-010
Butcher, Chicken and Fish	316.684-010
Deli Cutter-Slicer	316.684-014
Salad Maker	317.384-010
Sandwich Maker	317.664-010
Coffee Maker	317.684-010
Pantry Goods Maker	317.684-014
Cook Helper	317.687-010
Kitchen Helper	318.687-010
Scullion	318.687-014
Silver Wrapper	318.687-018
Food Assembler, Kitchen	319.484-010

Gardeners & Groundskeepers, Except Farm (OES 790300)

California Occupational Guides: See Gardeners and Groundskeepers**Occupational Outlook Handbook:** See Gardeners and Groundskeepers**Dictionary of Occupational Titles:**

Gardener, Special Effects and Instruction Models	406.381-010
Greenskeeper II	406.683-010
Cemetery Worker	406.684-010
Groundskeeper, Industrial-Commercial	406.684-014
Garden Worker	496.684-018
Landscape Specialist	406.687-010
Lawn Service Worker	408.684-010

General Office Clerks (OES 553470)

California Occupational Guides: See File Clerks**Occupational Outlook Handbook:** See General Office Clerks; see also File Clerks**Dictionary of Occupational Titles:**

Congressional-District Aide	209.362-030
Clerk, General	209.562-010
Administrative Clerk	219.362-010
Clerk, Telegraph Service	219.362-022
Contract Clerk, Automobile	219.362-026
Police Aide	243.362-014
Unit Clerk	245.362-014
Animal-Hospital Clerk	245.367-010
Blood-Donor-Unit Assistant	245.367-014
Calendar-Control Clerk, Blood Bank	245.367-018
Animal-Shelter Clerk	249.367-010
Career-Guidance Technician	249.367-014
Police Clerk	375.362-010
Dispatcher, Concrete Products	579.137-030

Grocery Checkers (DOT 211.462-014)

California Occupational Guides: See Cashiers**Occupational Outlook Handbook:** See Cashiers

Hairdressers, Hairstylists & Cosmetologists (OES 680050)

California Occupational Guides: See Cosmetologists**Occupational Outlook Handbook:** See Barbers and Cosmetologists**Dictionary of Occupational Titles:**

Cosmetologist	332.271-010
Cosmetologist Apprentice	332.271-014
Hair Stylist	332.271-018
Wig Dresser	332.361-010
Make-Up Artist	333.071-010
Body-Make-Up Artist	333.271-010
Mortuary Beautician	339.361-010
Electrologist	339.371-010
Scalp-Treatment Operator	339.371-014

Hazardous Materials Technicians (No OES codes identified)

California Occupational Guides: See Hazardous Waste Technicians**Occupational Outlook Handbook:** See Science Technicians; See also

Inspectors and Compliance Officers

Dictionary of Occupational Titles:

Sanitary Engineer	005.061-030
Industrial Health Engineer	012.167-034
Biomedical Engineer	019.061-010
Environmental Analyst	029.081-010
Sanitarian	079.117-018
Industrial Hygienist	079.161-010
Hazardous Waste Management Specialist	168.267-086
Inspector, Industrial Waste	168.267-054
Environmental Hazardous Waste Tech	168.364-640
Asbestos Abatement Contractors	182.167-010
Leaded Paint Abatement Inspectors and Assessors	182.267-010
Truck Dispatchers	249.167-014
Sanitarian	529.137-014
Equipment Operators	850.683-010
Asbestos Abatement Mechanics	869.134-026
Asbestos Removal Workers	869.684-082
Leaded Paint Abatement Workers	899.364-720
Haz-Mat Truck Drivers	905.663-014
Truck Driver Helpers	905.687-010

Heating, Air Conditioning & Refrigeration Mechanics (OES 859020)

California Occupational Guides: See Heating, Air-Conditioning, and Refrigeration Mechanic**Occupational Outlook Handbook:** See Heating, Air-Conditioning, and Refrigeration Technicians**Dictionary of Occupational Titles:**

Heating & Air-Conditioning Installer and Servicer	637.261-014
Refrigeration Mechanic	637.261-026
Solar-Energy-System Installer	637.261-030
Air and Hydronic Balancing Technician	637.261-034
Evaporative-Cooler Installer	637.381-010
Refrigeration Unit Repairer	637.381-014
Refrigeration Mechanic	827.361-014
Oil-Burner-Servicer-and-Installer	826.281-018
Furnace Installer	826.361-010
Furnace Installer-and-Repairer, Hot Air	869.281-010

Home Health Care Workers (OES 660110)

California Occupational Guides: See Home Health Aides**Occupational Outlook Handbook:** See Homemaker-Home Health Aides**Dictionary of Occupational Titles:**

Home Attendant	354.377-014
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Hosts & Hostesses, Restaurant, Lounge or Coffee Shop (OES 650020)

California Occupational Guides: See Hosts/Hostesses, Restaurant**Occupational Outlook Handbook:** See Food & Beverage Service Workers**Dictionary of Occupational Titles:**

Host/Hostess, Restaurant	310.137-010
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Hotel Desk Clerks (OES 538080)

California Occupational Guides: See Hotel Desk Clerks**Occupational Outlook Handbook:** See Hotel and Motel Desk Clerks**Dictionary of Occupational Titles:**

Hotel Clerk	238.367-038
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Housekeeping Supervisors (610080)

California Occupational Guides: Not Available**Occupational Outlook Handbook:** See Janitors and Cleaners and Cleaning Supervisors**Dictionary of Occupational Titles:**

Housekeeper	321.137-010
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Human Service Workers (273080)

California Occupational Guides: See Social Workers**Occupational Outlook Handbook:** See Human Services Workers**Dictionary of Occupational Titles:**

Case Aide	195.367-010
Management Aide	195.367-014
Food-Management Aide	195.367-022
Social-Services Aide	195.367-034

Instructional Aides (OES 315211)

California Occupational Guides: See Teacher Aides**Occupational Outlook Handbook:** See Teacher Aides**Dictionary of Occupational Titles:**

Teacher Aide I	099.327-010
Teacher Aide II	249.367-074

Insurance Policy Processing Clerks (OES 533140)

California Occupational Guides: See Insurance Adjusters, Examiners, and Investigators**Occupational Outlook Handbook:** See Adjusters, Investigators, and Collectors**Dictionary of Occupational Titles:**

Cancellation Clerk	203.382-014
Special-Certificate Dictator	209.382-014
Reviewer	209.687-018
Policy-Change Clerk	219.362-042
Revival Clerk	219.362-050
Insurance Checker	219.482-014

Janitors & Cleaners (OES 670050)

California Occupational Guides: See Janitors and Cleaners**Occupational Outlook Handbook:** See Janitors and Cleaners and Cleaning Supervisors**Dictionary of Occupational Titles:**

Change-House Attendant	358.687-010
Cleaner, Commercial Or Institutional	381.687-014
Cleaner, Industrial	381.687-018
Cleaner, Laboratory Equipment	381.687-022
Cleaner, Wall	381.687-026
Patch Worker	381.687-030
Waxer, Floor	381.687-034
Janitor	382.664-010
Cleaner, Home Restoration Service	389.664-010
Sexton	389.667-010

Sweeper-Cleaner, Industrial	389.683-010
Cleaner, Window	389.007-014
Venetian-Blind Cleaner and Repairer	739.687-198
Chimney Sweep	891.687-010
Project-Crew Worker	891.687-018

Laboratory Technicians, Winery (No OES or DOT codes identified)

California Occupational Guides: See Enologists/Wine Makers**Occupational Outlook Handbook:** Not Available

Licensed Vocational Nurses (OES 325050)

California Occupational Guides: See Licensed Vocational Nurses**Occupational Outlook Handbook:** See Licensed Practical Nurses**Dictionary of Occupational Titles:**

Nurse, Licensed Practical	079.374-014
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Lodging Managers (OES 150262)

California Occupational Guides: See Hotel and Motel Managers**Occupational Outlook Handbook:** See Hotel Managers and Assistants**Dictionary of Occupational Titles:**

Manager, Hotel Or Motel	187.117-038
Manager, Front Office	187.137-018
Executive Housekeeper	187.167-046
Manager, Agricultural-Labor Camp	187.167-050
Manager, Camp	187.167-066
Manager, Convention	187.167-078
Manager, Hotel Recreational Facilities	187.167-122
Manager, Boarding House	320.137-010
Manager, Lodging Facilities	320.137-014

Maids & Housekeeping Cleaners (OES 670020)

California Occupational Guides: See Hospital and Lodging Housekeepers**Occupational Outlook Handbook:** See Janitors and Cleaners and Cleaning Supervisors**Dictionary of Occupational Titles:**

Cleaner, Hospital	323.687-010
Cleaner, Housekeeping	323.687-014
Housecleaner	323.687-018

Maintenance Repairers, General Utility (OES 851320)

California Occupational Guides: Not Available**Occupational Outlook Handbook:** See General Maintenance Mechanics**Dictionary of Occupational Titles:**

Fire-Fighting-Equipment Specialist	638.281-010
Maintenance Repairer, Industrial	899.261-014
Maintenance Repairer, Building	899.381-010

Marketing, Advertising & Public Relations Managers (OES 130110)

California Occupational Guides: See Retail Store Managers; See also Public Relations Representatives**Occupational Outlook Handbook:** See Marketing, Advertising, and Public Relations Managers**Dictionary of Occupational Titles:**

Production Manager, Advertising	141.137-010
Executive Producer, Promos	159.167-022
Manager, Export	163.117-014
Manager, Promotion	163.117-018
Director, Media Marketing	163.117-022
Director, Underwriter Solicitation	163.117-026
Manager, Advertising	163.167-010
Manager, Sales	163.167-018
Manager, Utility Sales and Service	163.167-022
Field Representative	163.267-010
Manager, Advertising	164.117-010
Manager, Advertising Agency	164.117-014
Media Director	164.117-018
Account Executive	164.167-010
Area Supervisor, Retail Chain Store	185.117-014
Fashion Coordinator	185.157-010

Medical Assistants (OES 660050)

California Occupational Guides: See Medical Assistants**Occupational Outlook Handbook:** See Medical Assistants**Dictionary of Occupational Titles:**

Medical Assistant	079.362-010
Chiropractor Assistant	079.364-010
Podiatric Assistant	079.374-018
Morgue Attendant	355.667-010

Multimedia Design & Production Specialists (No OES or DOT codes identified)

California Occupational Guides: Not Available**Occupational Outlook Handbook:** Not Available

Nurse Aides (OES 660080)

California Occupational Guides: See Nurse Aides/Nursing Assistants**Occupational Outlook Handbook:** See Nursing Aides and Psychiatric Aides**Dictionary of Occupational Titles:**

Nurse, Practical	354.374-010
Birth Attendant	354.377-010
First-Aid Attendant	354.677-010
Nurse Assistant	355.674-014
Orderly	355.674-018

Packaging & Filling Machine Operators (OES 929740)

California Occupational Guides: Not Available**Occupational Outlook Handbook:** Not Available**Dictionary of Occupational Titles:**

Scrap Baller	509.685-046
Molder, Meat	520.685-174
Stuffer	520.685-210
Casing-Running-Machine Tender	525.685-014
Fruit-Grader Operator	529.665-010
Yeast-Cutting-and-Wrapping-Machine Operator	529.665-022
Auto Roller	529.685-010
Bunch Maker, Machine	529.685-038
Ham-Rolling-Machine Operator	529.685-138
Linking-Machine Operator	529.685-162
Plug-Overwrap-Machine Tender	529.685-186
Preservative Filler, Machine	529.685-190
Wrapper Layer	529.685-266
Wrapper-Layer-and-Examiner, Soft Work	529.685-270
Can-Filling-and-Closing-Machine Tender	529.685-282
Cigar-Wrapper Tender, Automatic	529.685-286
Masking-Machine Operator	554.682-014
Foam Dispenser	554.684-014
Cylinder Filler	559.565-010
Capsule-Filling-Machine Operator	559.682-010
Ampoule Filler	559.685-018
Packer, Insulation	579.685-038
Punchboard-Filling-Machine Operator	649.685-094
Tape-Fastener-Machine Operator	649.685-122
Baler	690.685-022

Packaging & Filling Machine Operators--continued

Gelatin-Dynamite-Packing Operator	692.662-014
Strapping-Machine Operator	692.682-058
Level-Glass-Vial Filler	692.685-114
Seal-Extrusion Operator	692.685-154
Tracer-Bullet-Charging-Machine Operator	694.382-014
Loading-Machine Operator	694.685-026
Loading-Unit Operator	694.685-030
Rim-Fire-Priming Operator	694.685-050
Filling-Machine Operator	699.685-038
Stuffer	731.685-014
Base-Filler Operator	732.685-010
Stuffing-Machine Operator	732.685-034
Stuffing-Machine Operator	780.685-014
Barrel Filler Ii	914.485-010
Icicle-Machine Operator	920.482-010
Carton-Packaging-Machine Operator	920.665-010
Rack-Room Worker	920.665-014
Baling-Machine Tender	920.685-010
Bander-and-Cellophaner, Machine	920.685-014
Bb Shot Packer	920.685-018
Bottle Packer	920.685-026
Candle Wrapping-Machine Operator	920.685-030
Carder	920.685-034
Case Packer and Sealer	920.685-038
Case-Loader Operator	920.685-042
Cigar Brander	920.685-046
Cigarette-Packing-Machine Operator	920.685-050
Cotton-Roll Packer	920.685-054
Feed Weigher	920.685-058
Hydraulic-Press Operator	920.685-062
Labeling-Machine Operator	920.685-066
Package Sealer, Machine	920.685-074
Packager, Machine	920.685-078
Packer Operator, Automatic	920.685-082
Packing-Machine-Pilot Can Router	920.685-086
Roll Finisher	920.685-090
Snuff-Packing-Machine Operator	920.685-094
Tobacco-Packing-Machine Operator	920.685-098
Cubing-Machine Tender	920.685-106
Bundle Tier and Labeler	920.685-110
Cotton Baler	920.685-114
Tying-Machine Operator	929.685-014
Tying-Machine Operator, Lumber	929.685-018

Painters & Paperhangers (OES 874020)

California Occupational Guides: See Painters and Paperhangers**Occupational Outlook Handbook:** See Painters and Paperhangers**Dictionary of Occupational Titles:**

Painter	840.381-010
Painter Apprentice, Shipyard	840.381-014
Painter, Shipyard	840.381-018
Painter, Stage Settings	840.681-010
Glass Tinter	840.684-010
Paperhanger	841.381-010
Railroad-Car Letterer	845.681-010
Construction Worker I	869.664-014

Paralegal Personnel (OES 283050)

California Occupational Guides: See Paralegal Personnel**Occupational Outlook Handbook:** See Paralegals**Dictionary of Occupational Titles:**

Legal Investigator	119.267-022
Paralegal	119.267-026

Personal & Home Care Aides (OES 680350)

California Occupational Guides: See Home Health Support Occupations**Occupational Outlook Handbook:** See Private Household Workers**Dictionary of Occupational Titles:**

Homemaker	309.354-010
Blind Aide	359.573-010

Pharmacy Technicians (OES 325181)

California Occupational Guides: See Pharmacy Technicians (Hospital)**Occupational Outlook Handbook:** Pharmacy Assistants (no detail info.)**Dictionary of Occupational Titles:**

Pharmacy Technician	074.382-010
Certified Medication Technician	355.374-014

Physical Therapy Aides (OES 660172)

California Occupational Guides: See Physical Therapy Aides and Assistants**Occupational Outlook Handbook:** See Physical and Corrective Therapy

Assistants and Aides (no detail info.)

Dictionary of Occupational Titles:

Physical Therapist Assistant	076.224-010
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Physical Therapy Assistants (OES 660171)

California Occupational Guides: See Physical Therapy Aides and Assistants**Occupational Outlook Handbook:** See Physical and Corrective Therapy Assistants and Aides**Dictionary of Occupational Titles:**

Physical Therapist Assistant 076.224-010

Plumbers, Pipefitters & Steamfitters (OES 875020)

California Occupational Guides: See Plumbers**Occupational Outlook Handbook:** See Plumbers and Pipefitters**Dictionary of Occupational Titles:**

Pipe Fitter 862.261-010
 Coppersmith 862.281-010
 Coppersmith Apprentice 862.281-014
 Pipe Fitter 862.281-022
 Pipe-Fitter Apprentice 862.281-026
 Gas-Main Fitter 862.361-014
 Pipe Fitter, Diesel Engine I 862.361-018
 Steam Service Inspector 862.361-022
 Industrial-Gas Fitter 862.381-014
 Pipe Fitter, Diesel Engine II 862.381-022
 Plumber 862.381-030
 Plumber Apprentice 862.381-034
 Plumber 862.681-010
 Pipe Cutter 862.682-010
 Water-Softener Servicer-and-Installer 862.684-034

Psychiatric Technicians (OES 329310)

California Occupational Guides: See Psychiatric Technicians**Occupational Outlook Handbook:** See Nursing Aides and Psychiatric Aides**Dictionary of Occupational Titles:**

Psychiatric Technician 079.374-026

Receptionists & Information Clerks (OES 553050)

California Occupational Guides: See Receptionists and Information Clerks**Occupational Outlook Handbook:** See Receptionists**Dictionary of Occupational Titles:**

Credit Reporting Clerk 203.362-014
 Registrar 205.367-038
 Information Clerk, Automobile Club 237.267-010
 Appointment Clerk 237.367-010
 Information Clerk 237.367-018
 Information Clerk 237.367-022
 Land-Leasing Examiner 237.367-026

Receptionist 237.367-038
 Referral-and-Information Aide 237.367-042
 Telephone Quotation Clerk 237.367-046
 Tourist-Information Assistant 237.367-050
 Space Scheduler 238.367-022
 Scheduler 238.367-034
 Policyholder-Information Clerk 249.262-010
 Park Aide 249.367-082

Registered Nurses (OES 325020)

California Occupational Guides: See Registered Nurses and Nurse

Practitioners

Occupational Outlook Handbook: See Registered Nurses**Dictionary of Occupational Titles:**

Nurse, School 075.124-010
 Nurse, Staff, Community Health 075.124-014
 Nurse, Consultant 075.127-014
 Nurse, Supervisor, Community-Health Nursing 075.127-026
 Nurse, Supervisor, Evening-Or-Night 075.127-030
 Nurse, Infection Control 075.127-034
 Nurse, Supervisor, Occupational Health Nursing 075.137-010
 Nurse, Head 075.137-014
 Nurse, Supervisor 075.167-010
 Quality Assurance Coordinator 075.167-014
 Nurse Practitioner 075.264-010
 Nurse-Midwife 075.264-014
 Nurse, General Duty 075.364-010
 Nurse Anesthetist 075.371-010
 Nurse, Office 075.374-014
 Nurse, Private Duty 075.374-018
 Nurse, Staff, Occupational Health Nursing 075.374-022

Sales Representatives, Except Scientific Products (OES 490080)

California Occupational Guides: See Manufacturers' Sales Representatives; see also Food Product Sales Representatives**Occupational Outlook Handbook:** See Manufacturers' and Wholesale Sales Representatives; see also Securities and Financial Services Sales Representatives or Services Sales Representatives**Dictionary of Occupational Titles:**

Commission Agent, Livestock 162.157-026
 Sales Representative, Livestock 260.257-010
 Commission Agent, Agricultural Produce 260.357-010
 Sales Representative, Food Products 260.357-014
 Sales Representative, Malt Liquors 260.357-018

Sales Representatives, except Scientific Products--continued

Sales Representative, Tobacco Prod. and Smoking	260.357-022
Sales Representative, Apparel Trimmings	261.357-010
Sales Representative, Canvas Products	261.357-014
Sales Representative, Men's and Boys' Apparel	261.357-022
Sales Representative, Safety Apparel and Equip.	261.357-026
Sales Representative, Textiles	261.357-030
Sales Representative, Uniforms	261.357-034
Sales Representative, Women's and Girls' Apparel	261.357-038
Sales Representative, Fuels	269.357-010
Sales Representative, Petroleum Products	269.357-014
Sales Representative, Motor Vehicles and Supplies	273.357-022
Sales Representative, Bottles and Bottling Equip.	274.357-014
Sales Representative, Containers	274.357-026
Sales Representative, Hardware Supplies	274.357-034
Sales Representative, Industrial Rubber Goods	274.357-042
Sales Representative, Printing Supplies	274.357-062
Sales Representative, Textile Designs	274.357-066
Sales Representative, Barber and Beauty Equip.	275.357-010
Sales Representative, Church Furn. & Religious	275.357-014
Sales Rep., Commercial Equip. and Supplies	275.357-018
Sales Representative, Cordage	275.357-022
Sales Representative, Hotel and Restaurant Equip.	275.357-026
Sales Representative, Mortician Supplies	275.357-030
Sales Representative, Office Machines	275.357-034
Sales Representative, Pressure-Sensitive Tape	275.357-038
Sales Representative, School Equip. & Supplies	275.357-042
Sales Representative, Shoe Leather and Findings	275.357-046
Sales Representative, Vending and Coin Machines	275.357-050
Salesperson, Florist Supplies	275.357-054
Sales Representative, Architectural and Engineer.	276.357-010
Sales Representative, Hobbies and Crafts	277.357-010
Sales Representative, Musical Instruments	277.357-014
Sales Representative, Novelties	277.357-018
Sales Representative, Publications	277.357-022
Sales Representative, Recreation & Sport. Goods	277.357-026
Sales Representative, Writing and Marking Pens	277.357-030
Manufacturer's Representative	279.157-010
Sales Representative, General Merchandise	279.357-014
Sales Representative, Jewelry	279.357-018
Sales Representative, Leather Goods	279.357-022
Sales Representative, Paper and Paper Products	279.357-026
Sales Representative, Plastic Products	279.357-030
Sales Representative, Water-Softening Equipment	279.357-034

Salespersons, Retail (OES 490112)

California Occupational Guides: See Retail Store Managers**Occupational Outlook Handbook:** See Retail Sales Workers**Dictionary of Occupational Titles:**

Salesperson, Flowers	260.357-026
Salesperson, Wigs	261.351-010
Salesperson, Corsets	261.354-010
Sales Representative, Footwear	261.357-018
Salesperson, Furs	261.357-042
Salesperson, Infants' and Children's Wear	261.357-046
Salesperson, Men's and Boys' Clothing	261.357-050
Salesperson, Men's Furnishings	261.357-054
Salesperson, Millinery	261.357-058
Salesperson, Shoes	261.357-062
Salesperson, Women's Apparel and Accessories	261.357-066
Salesperson, Yard Goods	261.357-070
Salesperson, Leather-and-Suede Apparel-and-Accesso	261.357-074
Sales Representative, Toilet Preparations	262.357-014
Salesperson, Cosmetics and Toiletries	262.357-018
Salesperson, Sewing Machines	270.352-010
Sales Representative, Home Furnishings	270.357-010
Sales Representative, Household Appliances	270.357-014
Salesperson, China and Silverware	270.357-018
Salesperson, Curtains and Draperies	270.357-022
Salesperson, Floor Coverings	270.357-026
Salesperson, Furniture	270.357-030
Salesperson, Household Appliances	270.357-034
Salesperson, Stereo Equipment	270.357-038
Sales Representative, Videotape	271.357-014
Salesperson, Horticultural and Nursery Products	272.357-022
Salesperson, Automobiles	273.353-010
Sales Representative, Boats and Marine Supplies	273.357-018
Salesperson, Automobile Accessories	273.357-030
Salesperson, Trailers and Motor Homes	273.357-034
Salesperson, Orthopedic Shoes	276.257-018
Hearing Aid Specialist	276.354-010
Salesperson, Pianos and Organs	277.354-010
Salesperson, Books	277.357-034
Salesperson, Musical Instruments and Accessories	277.357-038
Salesperson, Pets and Pet Supplies	277.357-042
Salesperson, Phonograph Records and Tape Recording	277.357-046
Salesperson, Sheet Music`	277.357-054
Salesperson, Sporting Goods	277.357-058
Salesperson, Stamps Or Coins	277.357-062
Salesperson, Toy Trains and Accessories	277.357-066

Salespersons, Retail--continued

Salesperson, Art Objects	277.457-010
Salesperson, Flying Squad	279.357-046
Salesperson, General Hardware	279.357-050
Salesperson, General Merchandise	279.357-054
Salesperson, Jewelry	279.357-058
Coupon-Redemption Clerk	290.477-010
Sales Clerk	290.477-014
Sales Clerk, Food	290.477-018
Platform Attendant	299.377-010
Layaway Clerk	299.467-010
Sales Attendant	299.677-010

Secretaries, General (OES 551080)

California Occupational Guides: See Secretaries**Occupational Outlook Handbook:** See Secretaries**Dictionary of Occupational Titles:**

Social Secretary	201.162-010
Membership Secretary	201.362-018
School Secretary	201.362-022
Script Supervisor	201.362-026
Secretary	201.362-030
Trust Operations Assistant	219.362-074

Secretaries, Legal (OES 551020)

California Occupational Guides: See Legal Secretaries**Occupational Outlook Handbook:** See Secretaries**Dictionary of Occupational Titles:**

Legal Secretary	201.362-010
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Secretaries, Medical (OES 551050)

California Occupational Guides: See Medical Secretaries**Occupational Outlook Handbook:** See Secretaries**Dictionary of Occupational Titles:**

Medical Secretary	201.362-014
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Separating, Filtering & Still Machine Operators (OES 929620)

California Occupational Guides: Not Available**Occupational Outlook Handbook:** See Separating and Still Machine Operators and Tenders**Dictionary of Occupational Titles:** 252 related DOT titles

Systems Analysts, Electronic Data Processing (OES 251020)

California Occupational Guides: See Computer Systems Analysts**Occupational Outlook Handbook:** See Computer Scientists and Systems Analysts**Dictionary of Occupational Titles:**

Programmer-Analyst	030.162-014
Systems Programmer	030.162-022
Systems Analyst	030.167-014
Quality Assurance Analyst	033.262-010
Information Scientist	109.067-010

Teachers, Secondary (OES 313080)

California Occupational Guides: See Secondary School Teachers**Occupational Outlook Handbook:** See School Teachers-Kindergarten, Elementary, and Secondary**Dictionary of Occupational Titles:**

Teacher, Industrial Arts	091.221-010
Teacher, Secondary School	091.227-010
Instructor, Physical Education	099.224-010
Instructor, Military Science	099.227-022

Telecommunications Technicians (Modified DOT 031.262-996)

California Occupational Guides: See Telecommunications Industry**Occupational Outlook Handbook:** See Communications Equip. Mechanics

Tellers (OES 531020)

California Occupational Guides: See Tellers**Occupational Outlook Handbook:** See Bank Tellers**Dictionary of Occupational Titles:**

Foreign Banknote Teller-Trader	211.362-014
Teller	211.362-018
Teller, Vault	211.382-010
Coupon Clerk	219.462-010

Traffic, Shipping & Receiving Clerks (OES 580280)

California Occupational Guides: See Shipping and Receiving Clerks**Occupational Outlook Handbook:** See Traffic, Shipping, and Receiving Clerks**Dictionary of Occupational Titles:**

Reconsignment Clerk	209.367-042
Traffic Clerk	214.587-014
Paper-Control Clerk	219.367-022
Shipping-Order Clerk	219.367-030
Industrial-Order Clerk	221.367-022

Traffic, Shipping & Receiving Clerks--continued

Ticket Puller	221.687-014
Truckload Checker	222.367-066
Car Checker	222.387-014
Gun-Repair Clerk	222.387-022
Shipping and Receiving Clerk	222.387-050
Sorter-Pricer	222.387-054
Milk-Receiver, Tank Truck	222.485-010
Grain Elevator Clerk	222.567-010
Ship Runner	222.567-014
Distributing Clerk	222.587-018
Route-Delivery Clerk	222.587-034
Vault Worker	222.587-058
Routing Clerk	222.687-022
Shipping Checker	222.687-030
Incoming-Freight Clerk	248.362-010
Booking Clerk	248.367-014
Container Coordinator	248.367-022
Checker	919.687-010
Photofinishing Laboratory Worker	976.687-018

Travel Agents (OES 430210)

California Occupational Guides: See Travel Agents**Occupational Outlook Handbook:** See Travel Agents**Dictionary of Occupational Titles:**

Travel Agent	252.152-010
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Truck Drivers, Heavy & Tractor-Trailer (OES 971020)

California Occupational Guides: See Truck Drivers, Heavy**Occupational Outlook Handbook:** See Truck Drivers**Dictionary of Occupational Titles:**

Concrete-Mixing-Truck Driver	900.683-010
Dump-Truck Driver	902.683-010
Explosives-Truck Driver	903.683-010
Powder-Truck Driver	903.683-014
Tank-Truck Driver	903.683-018
Tractor-Trailer-Truck Driver	904.383-010
Log-Truck Driver	904.683-010
Milk Driver	905.483-010
Garbage Collector Driver	905.663-010
Truck Driver, Heavy	905.663-014
Van Driver	905.663-018
Water-Truck Driver II	905.683-010
Hostler	909.663-010

Driver-Utility Worker	919.663-018
Tow-Truck Operator	919.663-026
Drip Pumper	953.583-010

Truck Drivers, Light & Delivery (OES 971050)

California Occupational Guides: See Garbage Collectors and Drivers**Occupational Outlook Handbook:** See Truck Drivers**Dictionary of Occupational Titles:**

Food-Service Driver	906.683-010
Liquid-Fertilizer Servicer	906.683-014
Telephone-Directory-Distributor Driver	906.683-018
Truck Driver, Light	906.683-022
Driver	913.663-018
Escort Vehicle Driver	919.663-022

Veterinary Assistants (OES 798060)

California Occupational Guides: See Veterinary Technicians; see also Animal Health Technicians**Occupational Outlook Handbook:** See Animal Caretakers**Dictionary of Occupational Titles:** Not Available

Vocational & Educational Counselors (OES 315140)

California Occupational Guides: See Counselors, Rehabilitation and School**Occupational Outlook Handbook:** See Counselors**Dictionary of Occupational Titles:**

Counselor	045.107-010
Counselor, Nurses' Association	045.107-014
Director of Counseling	045.107-018
Residence Counselor	045.107-038
Vocational Rehabilitation Counselor	045.107-042
Counselor, Marriage and Family	045.107-054
Director of Guidance In Public Schools	045.117-010
Foreign-Student Adviser	090.107-010
Supervisor, Special Services	169.267-026

Waiters & Waitresses (OES 650080)

California Occupational Guides: See Waiters/Waitresses**Occupational Outlook Handbook:** See Food and Beverage Service Workers**Dictionary of Occupational Titles:**

Wine Steward/Stewardess	310.357-010
Waiter/Waitress, Bar	311.477-018
Waiter/Waitress, Dining Car	311.477-022
Waiter/Waitress, Formal	311.477-026
Waiter/Waitress, Informal	311.477-030

Waiters & Waitresses--continued

Waiter/Waitress, Buffet	311.674-018
Mess Attendant	350.677-010
Steward/Stewardess, Wine	350.677-026
Waiter/Waitress	350.677-030
Waiter/Waitress, Club	352.677-018